

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Historian

Term of Office:

The Historian is a one (1) year Presidential appointment beginning July 1 in the year of the appointment and ending June 30 of the following year.

Position Description:

The Historian is responsible for maintaining historical records of the chapter.

Responsibilities:

The Historian will:

1. Participate in annual development and review of strategic plan.
2. Submit annual report of activities to the President by the last meeting of the board fiscal year.
3. Maintain files of historical data.
4. Prepare a summary of important historical data for anniversaries and reports as needed.

Approximate Time Requirement:

2-3 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 9/94

Updated: 5/97, 6/2000, 4/2005, 8/2007