

## H I S T O R I A N

Chairman--Mrs. James H. Whipple  
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The object of the historian is to assemble and to preserve a record of the activities and achievements of the association. The historian is the custodian of all records, including old minute books.

If your association is new, begin at once to preserve in a permanent record pertinent historical facts. If not new and you have not had an historian, by all means appoint one this year and collect facts while available. History becomes more valuable as years pass.

### EARLY HISTORY SHOULD INCLUDE:

1. Name of association; date and place of organization.
2. Name of organization; pictures, if possible.
3. First By-Laws.
4. Early activities.

### ANNUAL HISTORY RECORD SHOULD INCLUDE:

1. Names of officers, chairmen of committees and delegates.
2. Program and study group outlines.
3. Activities and projects emphasized during year.
4. Special business--as amendments to By-Laws and creation of new committees.
5. Social and entertainment affairs of importance.
6. Annual budget.
7. Pictures.