



HISTORIAN

The position of historian is an optional position. If the PTA does not have a historian, these duties are the responsibility of the Secretary. Check your PTA Bylaws to determine if your PTA has a historian. The PTA may have a tradition that a history book or scrapbook is created to include all activities sponsored by the PTA and includes the Historian Report. This book should be kept in a convenient place such as the school library or office. In this case, the historian is usually a designated position and not the responsibility of the Secretary.

The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership. The historian's formal written report is the official history, presented and adopted at the annual membership meeting, and filed with the minutes. It is a summary of all the PTA's activities for that fiscal year. The Historian Report includes:

- A list of the Board members and when they were elected or appointed.
- All Board meeting and membership meeting dates along with any major business conducted by the Board and presented to the membership.
- The programs and activities hosted by the PTA during the year, including a brief description of each training or other events or activities that Board members attended.