

Vice President for History

The Vice President for History is an appointed position by the Chapter President. He/she is the primary person responsible for documenting the Chapter's activities in an annual scrapbook.

Responsibilities include:

- Obtaining all scrapbook materials as required
 - Turn in all receipts to the Chapter Treasurer for reimbursement
 - Collect and assimilate all articles, photos, mementoes from Chapter members for inclusion in the scrapbook
 - Document all Chapter activities in a chronological order
 - Ship the scrapbook to AFA National for their review
 - Maintain Chapter history file
- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job