**Archivist-Historian**

December 2018 Section 5A

**Bylaws: Article VIII, Section 1**

The special appointed officers shall be Archivist-Historian, … **appointed by the LWML district President.** She shall:

1. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;

B be voting member of the LWML district Board of Directors.

**Section 2 – Archivist-Historian**

The Archivist-Historian shall:

A. gather and preserve records and other materials of historical significance to the LWML district;

B. prepare biennially a history of the activities of the LWML district and:

(1) keep one (1) copy for the LWML district files;

(2) send one (1) copy to the LWML Archivist-Historian;

(3) send copies to members of the LWML district Board of Directors;

C. provide articles for display at the LWML district convention;

D. send items with national significance to the LWML Archivist-Historian;

E. present a report to each meeting of the LWML district Board of Directors and LWML district convention;

F. be responsible to the Recording Secretary;

G. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

H. maintain officer guidelines.

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

3. The Archivist-Historian shall maintain the files as needed, with expenses for mileage paid by the district. (9-22-2012)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

**Duties:**

District Convention

1. Arrange for and plan a display featuring LWML Indiana District history.
2. Prepare and submit a written report for the convention manual.

File Items

1. District activities – workshops, seminars, retreats, board meetings, special occasions, Treatshop
2. Mission Grant projects
3. District minutes
4. Convention manuals
5. Extra photos
6. *Lutheran Woman’s Quarterly*
7. *Good News*
8. Stationery
9. Items from the zones

Archives

1. Keep archives in proper condition and order

 a. no metal, no tape, no glue

 b. use acid-free paper and file folders, when possible

 c. use acid-free ink and/or pencil, when additions or corrections are necessary

 d. storage area should be dry and temperature regulated

1. Keep files orderly. Do not let junk collect

 Personal correspondence should be very selective, as other "extras"

1. Encourage zones to send bulletins and minutes of zone events only
2. Encourage district officers to send committee minutes of district meetings and events.

Other

As directed by the BOD attend LWML Archivist seminars at the expense of the LWML Indiana District.