

HISTORY COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

The Chair of the History Committee is appointed by the current President and serves for a one-year term, which is Annual Meeting to Annual Meeting.

The main goal of the History Committee is to preserve the records of the Association from inception to the current date. Responsibilities are to:

- Contact members to see if they have any photos, meeting minutes, etc., concerning the formation and continuation of the ABJA.
- Gather above information and preserve the data in a scrapbook.
- Take photos at the Annual Meeting and include the photos in the *Behind the Bench* newsletter article concerning the Annual Meeting.
- Send copies of the photos to the Chair of the Website Committee to be posted on the ABJA web site.
- Prepare an article for each issue of the ABJA newsletter, *Behind the Bench*.
- Prepare an annual report recapping the activity of the Committee over the past year and submit it to the President and Chair of the Long Range Planning Committee. The report is due two weeks prior to the Annual Meeting.
- The Chair of the History Committee will maintain and preserve the minutes of the organization. (At end of each Secretary's term, the Secretary will send the official meeting minutes to the Chair of the History Committee and a copy of the same to the President.)

Budget Submission and Financial Responsibilities:

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the

President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the History Committee for 2009 is \$100 (postage, film and film developing for Conference, scrapbook/photo album supplies).