

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

HERITAGE COMMITTEE

PURPOSE: The committee shall record the history of the chapter by collecting, preserving, indexing, and presenting historical records of this organization.

CHAIR: Appointed by the Board

MEMBERS: Two (2) chapter members.

FREQUENCY OF MEETINGS: As needed to successfully compile and preserve historical records. Communication between committee members may also occur via phone, fax, or email.

PROJECTED CALENDAR: The committee will compile and preserve historical records on a yearly basis and update the historical display for major chapter events in the spring and fall.

COMMITTEE RESPONSIBLE TO: Board of Directors

LENGTH OF SERVICE: A minimum of two years

RESPONSIBILITIES:

1. Collect chapter materials to be archived.
2. Evaluate chapter materials for retention in archives according to STTI Guidelines.
3. Organize and index historical records to be retained.
4. Preserve historical records in an appropriate manner.
5. Keep chapter history up-to-date.
6. Arrange to have photographs as needed for chapter activities
7. Provide historical photographs as needed for chapter activities.
8. Maintain a chapter display board.
9. Provide an annual written report to the President.