

The International Association of Lions Clubs

District 14B - Policy No. 106

Policy to Define the Duties of the District Historian

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of the District Historian who will be responsible for the District records, to assure a perpetual library of the history of district activities to be maintained at one location.

GENERAL: He/she shall be responsible for maintaining a permanent history of the District officers, activities and any other documents pertinent to District 14-B.

1. The District documents shall be stored in one location, usually determined by the Historian.
2. It is the responsibility of the District Governor at the completion of his/her term of office to accumulate all pertinent information accumulated during his/her term of office. The information shall be condensed as much as possible and shall be given to the Historian. The information should include the following, but not limited to:
 - a. Two copies of the District directory.
 - b. Complete agendas, minutes of all Cabinet meetings to include written reports of the 1st and 2nd Vice District Governor, Zone Chairpersons, Committee Chairpersons, and all financial reports required by the District Constitution and By-Laws.
 - c. Copies of the minutes from the four (4) State Council Meetings.
 - d. Copies of all District newsletters (the Historian shall receive them by email).
 - e. A list of all awards presented to any Lion, Lioness or Leo during his/her term

of office, including all Presidential, Leadership Awards, International President's Certificates of Appreciation, the Pennsylvania Counsellors Awards and other awards presented by the District Governor.

- f. All correspondence having a direct impact on the District such as any contracts, LCIF grant applications and grants and any other projects conducted during the year.
 - g. Maintain a list of all Past District Governors, including the year served, home Lions Club, the number of clubs, District membership, and any new Lions or Leo Clubs organized in the District during the year.
 - h. A list of Lions who have served as an International officer or on any Multiple District 14 Committee or as a member of any of the five (5) Multiple District State projects.
3. The Historian, through the District Governor's newsletter shall encourage the Lions Clubs to update the information of the clubs' histories.
4. The Historian, at the direction of the District Governor, shall prepare the historical information in the archives for publication to the Lions of the District. The cost of the publication shall be a line item in the District budget.

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Adopted February 23, 1986
Revised 2/16/2013