



Section Historian Sample Job Description

Resources for Preserving Local Order of the Arrow History

Overview:

The purpose of the section historian is to serve as the institutional memory of the section. This is completed through overseeing section archival procurement and developing educational opportunities at section events. The appointed individual or committee is to serve as a link for communication between the local lodges in the section and the national Order of the Arrow committee regarding history and preservation initiatives.

Sample Responsibilities:

- Report to the section secretary.
- Develop and maintain a secure repository for storage and proper preservation.
- Produce static exhibits and displays for section gatherings.
- Serve as a resource for lodges compiling their lodge history.
- Provide opportunities for lodges to showcase their history.
- Develop opportunities to educate Scouts on the history of the Order.
- Provide a historical minute at the Council of Chiefs.
- Write a historically based article for each issue of the section newsletter / website.
- Produce an annual addendum detailing an updated section history for planbook.
- Prepare and maintain section scrapbook in conjunction with the local lodges.
- Compile and maintain listing of:
 - Section Chiefs and officers
 - Section advisers and associate advisers
 - Section Staff Advisers
 - National Conference Chiefs from section
 - National officers (including region officers) from section
 - Distinguished Service Award recipients
 - Localized award recipients
- The committee should strive to acquire and preserve:
 - Important section related documents.
 - Historic and current photographs .
 - Items of memorabilia.
 - Oral histories/ living history interviews.
 - Written reflections.
 - Items relating to area, region, section conference and NOAC.
 - The history of the local lodges and their predecessor lodges.