

HISTORIAN GUIDELINES

PURPOSE:

The BHCA's Historian will keep and record photos, books, statues, etc., which may be donated to the Club from time to time.

COMMITTEE:

The Historian is appointed by the Board of Directors at the first meeting of the Board subsequent to the Annual Meeting. The person selected will have the necessary skills and interest to function in this position. Prior experience serving on the Board and other BHCA Committees is a must. The more experience, the better. The Historian should have knowledge of important articles and documents back to the beginning of the Club. He/She must be aware of the current rules, regulations and be aware of previous Board Motions and Standing Rules or willing to research them. This person should have a reputation of holding the BHCA in highest regards. Organizational skills are required.

PROCEDURE:

The Historian will receive, record and store all records of each National, including catalogs and win photos; keep on file all issues of Tally-Ho, the Club's official newsletter, Yearbook and keep on file any other Club documents directed by the Board for the historical archives. These documents should be in a controlled climate environment to preserve the condition of the files.

The Historian will furnish an article for each issue of the *Tally-Ho* to the editor about past events or people. These articles may be reprints or original articles and should pertain to BHCA's past. The Historian should consult with the Tally-Ho Editor for available space. The Historian can also use the BHCA website to archive articles and historical documents, in addition to the *Tally-Ho*.

The Historian will provide information to the Life Member Committee at their request on members being considered for Life Membership.

The Historian will be permanent non-voting member of the Life Membership Committee.

Reformatted on April 15, 2005

Revised April 12, 2008

Revised March 3, 2016

Revised Nov, 5, 2018