



## **Lodge Historian Sample Job Description**

*Resources for Preserving Local Order of the Arrow History*

### **Overview:**

The purpose of the lodge historian is to serve as the institutional memory of the lodge. This is completed through overseeing lodge archival procurement and developing education opportunities at all lodge events. The appointed individual or committee is to serve as a link between the council, chapter and lodge leadership on matters of historical preservation.

### **Sample Responsibilities:**

- Report to the lodge secretary
- Develop and maintain a secure repository for storage and proper preservation
- Produce static exhibits and displays for lodge and council events
- Develop opportunities to educate Scouts on the history of the local lodge
- Provide a historical minute at lodge executive committee meetings
- Write a historically based article for each issue of the newsletter
- Produce an annual addendum detailing an updated lodge history for planbook
- Prepare and maintain lodge scrapbook in conjunction with the lodge secretary
- Compile and maintain listing of:
  - Lodge Chiefs
  - Lodge Advisers
  - Lodge Staff Advisers
  - Lodge Vigil recipients
  - Founder's Award recipients
  - Distinguished Service Award recipients
  - National Order of the Arrow awards
  - Localized award recipients
  - Chapter Chiefs
  - Chapter Advisers
- The committee should strive to acquire and preserve:
  - Important lodge and council related documents
  - Historic and current photographs
  - Items of memorabilia
  - Oral histories/ living history interviews
  - Written reflections
  - The history of the local lodge and any predecessor lodges