

NACDEP Historian

The Historian is responsible for archiving the Association's history in a manner that is accessible and relevant. This includes setting standards for archives as well as promoting items of interest from the archives to all members through technology channels that help tell the NACDEP story. The Historian will ensure that the institutional memory of significant milestones, events, individuals, and moments will be preserved so that future generations can share in the knowledge of who we are and where we have been, into perpetuity.

Duties of the Office

The Historian serves as directed by the Board. Duties include:

- Being present during Board meetings, as possible, to document significant activity.
- Determine the best platform for single-source archival of documents, photos, videos, audio recordings, and other digital and print materials that is sustainable long into the foreseeable future.
- Enact policies for archival organization and categorization that make materials easy to search.
- Enact policies for archival material format, naming conventions, resolution (where applicable), and more so that archives are consistent, at the highest possible quality, and able to be accessed even when technology changes.
- Set standards for what should be collected and offer training to other board members on proper archival.
- Attempt to collect, categorize, and standardize all applicable materials from the first decade of the Association.
- Collect oral histories from early NACDEP pioneers.
- Record photos and videos at conferences and other major events; develop a mechanism for allowing all members to share the same.
- Share and promote historical information in a fun and accessible manner, including:
 - Edited videos and/or slideshows
 - Social media posts
 - Trivia contests
 - Newsletter articles
 - Website updates

Management Firm Support Provided

- Providing access to, or updating as directed, sections of the website devoted to NACDEP history.
- Following recommended archival processes for all documents produced by Management Firm.

Schedule

Pre-Conference

- Set up archival system
- Develop strategies and policies for archival and report to the Board
- Promote to members that they can bring materials to the conference for archival
- Schedule interviews with members to take place during the conference
- Collect materials for archival from members
- Take photos and videos
- Interview members of significance
- Share edited videos or slideshows
- Promote archival methods to members
- Partner with social/communications committees at the conference to hold trivia contests Post-

During the Conference

- Archive materials collected during conference
- Edit video interviews
- Ensure significant events are well-documented
- Evaluate fulfillment of duties

