

Role of the Unit/Department Historian

Her role centers on historical documentation and preservation at the Unit/Department level through the compilation of a History Book as described in Enclosure 9.

1. Documenting Unit/Department History:

- Record significant events, activities, and milestones in the Unit/Department's history, such as founding dates, charter ceremonies, officer installations, and major projects, awards, or achievements.
- Compile a narrative or archive of the Unit/Department's past, preserving its legacy for future members.

2. Maintaining Historical Records:

- Collect and organize documents like meeting minutes, reports, membership rosters, and photographs, supplementing the Unit/Department President's log
- Retain historical records as designated by Unit/Department bylaws, ensuring a long-term archive. Enclosure 9 has many examples.

3. Preserving Traditions and Ceremonies:

- Document Unit/Department traditions, rituals, and ceremonial events (e.g., initiations, installations, awards and memorials), ensuring their continuity and historical significance are recorded.
- Work with the Unit/Department Chaplain or Captain of the Guard to note details of Chapel of Four Chaplains, memorial services or ritualistic practices.

4. Reporting Historical Contributions:

- Provide historical summaries or highlights to the Unit/Department, Department, or National levels as requested, such as during anniversaries or conventions, to showcase the Unit/Department's contributions to veterans and the community.
- Contribute to Department or National historical records if submitted through reports or special projects.

5. Support to Unit/Department Leadership:

- Serve as an advisor of the Unit/Department's Board of Trustees, offering historical context to help make informed decisions to celebrate the Unit/Department heritage or anniversary.
- Assist the Unit/Department President and Secretary by maintaining a historical perspective on records and activities, enhancing continuity.

Conclusion

The Unit/Department Historian is the Unit/Department's keeper of history, responsible for documenting its events, preserving records, maintaining traditions, and providing historical context to leadership and members. The exact scope of her duties would be detailed in the Unit/Department's own Bylaws.

In practice, the Unit/Department Historian ensures the Unit/Department's contributions to the MCLA's mission (National Bylaws, Preamble, Page 3) are recorded and remembered, supporting organizational pride and continuity. For a complete definition, a member should consult their Unit/Department's bylaws.