

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: HISTORIAN**

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I. PURPOSE

The goals of the California State Council Historian are to maintain the historical records of the California Emergency Nurses Association (ENA).

II. APPOINTMENT

The Historian is to be appointed by the State Council Board of Directors President according to ARTICLE VII of the *Bylaws* of the State Council. Term of office shall run the calendar year i. e. January to December. Term of office is one (1) year, subject to reappointment.

III. QUALIFICATIONS

The Historian shall have and maintain:

- A. Current National Association membership; and
- B. Current professional nursing licensure in the state of California.

IV. SPECIFIC RESPONSIBILITIES

- A. Deposit records of the Association in the Archives of the University of California, San Francisco library. This includes, but is not limited to, minutes, Newsletters, educational brochures and syllabi and any other historically significant memorabilia.
- B. Keep ongoing records of the Association in the form of a notebook.
- C. Take and / or collect photographs of events as necessary.
- D. Assure that the Association makes a financial contribution each year to the UCSF Archives.
- E. Assist in compiling a scrapbook for the current State Council President.
- F. Develop and submit for approval and monitor an annual budget.

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IV. SPECIFIC RESPONSIBILITIES

- G. Submit a written report of activity at the State Council meetings. If present, deliver an oral report at said meetings.
- H. Submit an annual written summary of Historian activity to the State Council.

**ORIGINAL APPROVED BY STATE COUNCIL: January 1994
REVIEW: August 05
REVISION DATE: May 2003**