

The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix H

Standing Operating Procedures (SOP)
2020

April 05 ,

Historian

1. **PURPOSE:** To establish and govern the position of Insurance Coordinator for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Historian, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Historian can use this SOP to know and understand the duties of the Historian, and should be used when performing the functions of Historian.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **References:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:** The Historian has a base membership of one (1) member or couple. The Historian is appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors, to serve a one year term.

6. **PROCEDURES:**

RESPONSIBILITIES OF THE HISTORIAN:

- i. To oversee the position of Historian for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- ii. To attend all meetings of the Federation Board of Directors.
- iii. To receive annually, the books and files of historic significance from the following committees/officers for the fourth year previous to the current year for inclusion in the history files: President, Treasurer, Secretary, and Doin's Staff.
- iv. To collect and maintain an indexed archive of all matters (Examples: manuscripts, papers, legislative actions, photographs, etc.) historical to the Missouri Federation, districts and member clubs.
- v. To maintain a copy of all approved minutes of the Executive Board, and Board of Directors meetings.
- vi. To maintain a copy of all State festival program books.
- vii. To maintain a record of annual files submitted by officers and committees.
- viii. To collect and maintain an archive of the official publication of the Missouri Federation, The Show-Me Doin's.
- ix. To disseminate information pertaining to the Historian to the Board of Directors, member districts, and clubs.
- x. Shall maintain records for the Missouri federation State officers, Districts & clubs.
- xi. Shall assist State officers, Districts & member clubs to create and maintain district and/or club history records/files.
- xii. Shall provide State officers, Districts & clubs with up-to-date information on how to use the history website.

- xiii. Shall perform all other duties related to the position of Historian assigned or required.