

**HISTORIAN – ARCHIVIST**  
**Of the**  
**WYOMING SECTION**  
**SOCIETY FOR RANGE MANAGEMENT**

**PURPOSE**

This position is responsible to maintain the historical records of the Section needed to document the Section's history including past offices, awards, meetings, administrative actions and technical achievements.

**STRUCTURE**

The Historian - Archivist is appointed by the President and, for the sake of continuity, shall remain in that position for as long as practical. This position should be reviewed periodically to insure incumbent desires to continue and also to insure the Section's interests are being served.

**FUNCTION**

Duties of the Historian - Archivist:

1. Maintain historical records of the Section including information on past meetings, officers, administrative actions and technical achievements of the Section. Guidelines promulgated by SRM are attached.
2. Maintain up-to-date listing of all past officers, award winners and meeting locations.
3. Maintain a file of all past Newsletters of the Section and insure proper protection of it against loss or abuse. Make available copies of Newsletters upon request.
4. Provide historical perspective when requested by Section President or other officers of the Section.
5. Prepare "Historical Comments" or articles for the Newsletter upon request.

Duties of the President:

1. Insure all items (see attachment) of pertinent historical value to the Section are provided to the Historian - Archivist. This includes records of committee activities.
2. Review position and incumbent periodically to insure Section's interests are being served.

Duties of the Secretary-Treasurer:

1. Insure all items of pertinent historical value to the Section such as Council Minutes, financial summaries and meeting agendas are provided to the Historian - Archivist.
2. Assist the Historian - Archivist in maintaining current listings of all past officers, award winners and meeting locations.

Duties of the Newsletter Editor:

1. Provide extra copies (minimum of 3) to the Historian – Archivist for the purpose of maintaining an official historical library of Section Newsletters.
2. Request and print periodic articles on Section's history in the Newsletter.

## SOCIETY FOR RANGE MANAGEMENT

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### Recommended Materials to Be Routinely Filed in Society for Range Management (SRM) Section Archives

Any functional entity within the SRM Sections should maintain and, in due course, forward records of its composition and activities to their archives. Entities would include, Officers individually, the Councils, Newsletter Editors, Treasurer, standing committees or any other task group, whether standing or temporary. Records should be forwarded annually for previous year's work or on completion of tasks as appropriate. Records should include names of group chair and members; objectives, task assignments, or agendas; action taken, such as recorded in committee reports or Council minutes; and, any correspondence or documentation relevant to actions or activities. Voluminous material could be abstracted. Any published summary of actions could be referenced. Material should be kept if there is question of its value. Records should be forwarded to Society for Range Management Section Historians or designated Archive locations. These recommendations should be prominently posted in officer and/or committee handbooks.

Posted August 10, 1989