



HISTORIAN RESPONSIBILITY

Being an officer in the SkillsUSA Organization is an honor that carries specific responsibilities.

SkillsUSA officers must be concerned about the organization's purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:

- *Studying and practicing to become more skillful in their duties*
- *Developing a complete knowledge of SkillsUSA's constitutions and bylaws*
- *Approaching issues objectively to make decisions for the good of all members*
- *Carrying out duties thoroughly, on time and to the best of their abilities*
- *Working cooperatively to make their leadership strong and effective and to ensure the organizations success.*

Officers should remember they were selected to lead for one year. In accepting their offices, they assume the responsibility of doing everything they can to make this organization better and stronger.

Local Chapter Historian Responsibility

- Captures photos of all chapter events
- Record special moments such as chapter awards and who received them
- Record annual membership for student enrollment and advisor enrollment
- Contribute to chapter time capsule
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties (Officer member)

District Historian Responsibility

- Captures photos of all district events
- Record special moments such as district awards and who received them
- Record annual district attendance (student participation and advisor participation, business industry participation)
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties (Officer member)

State Historian Responsibility

- Captures photos of all State sponsored events
- Record special moments such as State awards and who received them
- Record annual membership for student enrollment and advisor enrollment
- Contribute to the Kansas time capsule
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties (Officer member)