

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

Historical Committee

Purpose – To assure that there is a permanent record of important events pertaining to the state association.

Responsibilities:

1. Obtain the Association scrapbook from the previous historian.
2. Compile items of importance, such as notice of formation of affiliated chapters, and place them in the scrapbook.
3. Pass the scrapbook on to the next historian at the close of the fiscal year.

Activities:

1. Obtain items of interest and add them to the scrapbook. These should include, at a minimum, the program from the annual state convention, notice of any awards or recognition given to the State Association by National.
2. Maintain a page in the scrapbook for yearly record of membership growth or decrease.
3. See that additional pages or a new scrapbook is purchased as needed.