



California State Council

POLICY AND PROCEDURE

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| Title: Historian | Number: |
| Cross Reference: | |
| Approved by: California ENA Board of Directors | Origination Date: 01/1994 |
| Review Date(s): 03/2014, 05/2014 | Approval Date: 01/12/2017 |
| | Revision Date: 08/01/2016 |

I. POLICY PURPOSE:

To establish the Historian as a Special Appointment of the California Emergency Nurses Association; and to describe the role and responsibilities of the Historian.

II. POLICY BACKGROUND:

III. PROTOCOL:

1. 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.
2. Historian shall have and maintain:
 - a. Current ENA membership.
 - b. Current professional nursing licensure in the state of California (active or retired status).
3. Specific responsibilities may include:
 - 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.
 - c. Take and/or collect photographs of events as necessary.
 - d. Develop and submit for approval and monitor an annual budget.
 - e. Submit, at minimum, an annual written summary of Historian activity to the State Council.