

**Kansas Section
Society for Range Management**

Guidelines for the

**Ex-Officio
Historian**

Authorization: See Bylaws: Article IV, Section 9.

Election and Tenure: See Bylaws: Article IV, Section 9.

Responsibilities:

1. Actively solicits, receives, and maintains in an orderly manner all information, publications, documents, and other materials deemed appropriate to record the Section's history.
2. Prepares, publishes, and disseminates such reports as requested by the Board of Directors to accurately and effectively portray the historical activities and actions of the Section.
3. Solicits and secures the necessary cooperation and assistance of Section members for the purpose of completing his assigned duties.

Appropriate Bylaws Sections:

ARTICLE IV. Management of the Kansas Section

SECTION 9. The President and Board of Directors shall make provisions to maintain a historical record of the Kansas Section Activities.