



Portfolio Description: HISTORIAN

4-30-2020; 03.17.21; 08.21.23

Role: To serve as archivist of LWVSNM documents and materials, that evolved from the League of Women Voters of Greater Las Cruces. The Historian will assist LWVSNM members and the public to better understand the philosophies, activities, and work of the League so as to capture the essence of what the League strives to do each year of its existence. These historical records will help to build the League's ongoing legacy. The Historian(s), appointed annually by the Board of Directors, should understand and support the League policies, including nonpartisanship and justice, equity, diversity and inclusion.

Responsibilities:

1. The Historian will collect documents, minutes, photos, recordings, printed copies of news media coverage, social media posts, and other information that will help to summarize official League votes, community engagement activities, youth engagement, and interactions with local, state and federal officials and leaders.
2. Review, gather, and deliver historical data of the LWVSNM's (formerly LWV of Greater Las Cruces) history at the New Mexico State University (NMSU) Archives and Special Collections in the Branson Library. Refer to and update the Records Management Framework document.
3. Ensure any document that is intended for the archives contains the name and/or logo of LWVSNM, the name of the sender/author, if appropriate, and the document's date.
4. As time permits, the historian is encouraged to provide information about the League's history on the website, *The Voter*, social and traditional media, and orientation meetings.
5. Respond to requests for LWVSNM historical information.

ACTIVITIES SCHEDULE

ANNUALLY:

- At least once per year, transfer materials to NMSU Archives/Special Collections in the Branson Library

MAY:

- Collect names and bios of all members elected to LWVSNM Offices to be included in the NMSU Archives/Special Collections.