

- 30.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Region Historian.
- 30.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 30.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 30.4 **ANNUAL PLAN AND BUDGET:** Shall prepare a proposed activity plan and a budget for estimated administrative and storage expenses for the year and submit an end-of-year activity report and a financial report on the standard Region Budget form.
- 30.5 **ARCHIVES:** Shall maintain a historical record for the Ohio Region consisting of an annual file of:
- a. Copy of each issue of *DOWNHILL*
 - b. Copy of Board of Governors' minutes and Spring end of year reports from Officers and Advisors
 - c. Copy of the Region Organization Charts at beginning and end of year.
 - d. List of Awards and Recipients at Spring Awards Banquet
 - e. List of Patrollers receiving Senior Badge, Basic and Advanced Ski Mountaineering and Avalanche Cards and Numbers
 - f. List and copy of Awards received by Ohio Region Patrollers and Patrols from Division and National Levels
 - g. A copy of Patroller Roster for the Region for the year obtained from the Region Registration Coordinator
 - h. copies of Patrol organization charts and newsletters.
 - i. Selected memorabilia, programs for Region events, etc.
- and selected collections of historical interest, Patrol patches, selected posters, photographs, etc.
- 30.6 **RECORD HOLDINGS REVIEW:** Shall consolidate and cull the historical record as necessary to keep the most important items within the record volume authorized by the Region Board of Governors.
- 30.7 **HISTORICAL ARTICLES:** Shall prepare at least one item of historical interest each year for publication in *DOWNHILL*. Shall solicit additions to the Region Historical Collection by items in *DOWNHILL* and direct written and telephones requests to Patrols and Region Officers and Advisors. Shall assist persons making undertaking historical research using the collection. Contacts with other individuals and institutions interested in Patrol history are encouraged.