

Duties of the Chapter Historian

1. The primary duty of the Chapter Historian is to retain and preserve, preserve, preserve the activities of the Chapter through the years. This can be done via scrapbooks, yearbooks and or written histories by the Historian. Using a thumb drive is a perfect and easily stored way to preserve a Chapter's history by years.
2. Read the Iowa State Bylaws and the DAR Handbook which can be accessed on the ISDAR website. Read the National Bylaws on the NSDAR web site.
3. Each Chapter is required to retain the following records on a permanent basis: Application Papers, Secretary Minutes, Treasurer Reports Official Correspondence. The use of a scanner to scan these documents and create a thumb drive for a particular year, would begin to solve the possible issue of where to store all these documents.
4. Maintain historical and biographical papers of your Chapter.
5. The Chapter Historian should help with the planning of interesting programs and encourage the celebrations of patriotic events during the year. Accurate accounts of Chapter events with newspaper clippings, pictures, etc. should be reported to the Iowa State Historian.
6. Chapters must obtain permission from the NSDAR Office of the Historian General to mark the graves of Revolutionary War soldiers/patriots, their wives and daughters. Permission must also be granted to place historical markers. Forms are found under the Iowa State Historian and NSDAR Historian General's information.
7. Chapters are authorized to verify membership and request forms for marking member's graves. Inform the families of deceased Chapter members that those graves can be marked. Help them if needed with the forms found under the Iowa State Historian information.
8. Encourage Chapter members to nominate a qualified candidate for the Outstanding Teacher of American History, DAR History Award Medal, Daughters of Distinction List and the Outstanding Adult and Children's History Books.
9. Donations of materials and/or money to the various NSDAR History or Library collections may be obtained from the Archival staff in the NSDAR Office of the Historian General.

Lucy Zeimet
Iowa State Historian
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