***Historian***

**Position Description**

The historian is responsible for the documentation of all UTSD ASDA events and activities throughout their four-year term. The historian will produce media such as photography and video, as well as text summaries of events for the ultimate purpose of working with the Gold Crown Award (GCA) committee to assemble the GCA application highlighting and summarizing chapter events and achievements throughout the year.

**Goals**

To document UTSD ASDA events and activities and disseminate media through various social channels. To aid in assembling the Gold Crown Award application.

**Position Tasks**

* Must provide their own equipment.
* Attend and document as many chapter events as possible.
* Obtain interviews and member thoughts at ASDA events.
* Disseminate media through various social channels within a reasonable amount of time after the event has passed.
* Collaborate with Webmaster for creation of media content, e.g. videos, interviews.
* Organize acquired media for the purpose of assembling the GCA application.
* Collaborate with the GCA Chair and committee for the GCA application.
* Organization of media specific to chapter events for easy retrieval upon request by a member or officer.

**Officer Requirements**

* All officer meetings and committee meetings (specific for job title) are mandatory.
* Officers are encouraged to attend ASDA Lunch & Learns and ASDA hosted events.
* Serve as an association content expert to be a resource to ASDA members.
* Officers are encouraged to write at the local and national level on topics for their job title.
* Document important resources and information to be used for Gold Crown Award and continuity for future officers.
* Regularly update Webmaster with event photos and video following events.
* Be available as needed for any and all chapter related business outside of your normal duties.
* Assist predecessors in the position during the transition between years.
* Officers should follow all rules of UTSD. Leaders should be held to a higher standard than the general body.

**Officer Agreement**

As a chapter leader of the Houston ASDA and a member of the dental profession, I agree to abide by this pledge and its stipulations:

I understand and fully accept my responsibilities as a chapter leader of this Association. I am aware of and shall always strive for the betterment of this Association and the future of the profession of dentistry. As a professional, I commit myself to self-improvement and lifelong learning, acknowledging that my competence in all endeavors depends on the continual attainment of knowledge and the improvement of skills. I acknowledge my obligation to uphold the honor and integrity of the Association and profession, and to always conduct myself in a manner deserving of the respect of my fellow members, colleagues, national leaders, patients and community.

All this I pledge with pride in my commitment to the American Student Dental Association, the profession of dentistry, and the public we serve.

I understand and willingly agree to fulfill the following responsibilities:

* Comply with Houston ASDA’s *Bylaws* and policies
* Work diligently to fulfill the responsibilities of each elected or appointed leadership position I hold
* Conduct all personal and professional activities with honesty, integrity, respect, fairness and good faith in a manner that will reflect good credit upon the profession of dentistry and Houston ASDA
* Avoid the use of elected and appointed positions in Houston ASDA for personal gain
* Refrain from participating in any activity that demeans the credibility and dignity of any professional peer; general member, fellow officer or Houston ASDA itself
* Refrain from action or communications which would lead members or other publics to unrealistic expectations about Houston ASDA
* Accept no gifts or benefits offered with the expectation of influencing a decision when conducting Association business

\_\_\_\_\_\_\_\_\_\_ I **accept** this Chapter Leadership position. By doing so, I agree to the stipulations outlined in this document.

\_\_\_\_\_\_\_\_\_\_ I **do not accept** this Chapter Leadership position.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_