

**History Committee
Charter Description
Alabama Division, SAF**

Established Date:

1 August 2007

Objective:

The Objective of the History Committee shall be to acquire and preserve documents relating to Division activities, and to maintain them in the Division Archives.

Organization:

The committee shall consist of a chair and two members. The chair (termed *Historian*) shall be the Dean of the School of Forestry and Wildlife Sciences at Auburn University (or a member of the School faculty or staff who is a voting member of the Division). The other two members shall be appointed by the Division chair. Appointees shall serve one-year terms and may be reappointed for additional terms at the discretion of the chair.

Responsibilities:

1. Identify forestry-related events of significant historical value that occur within the geographic boundaries of the Division.
2. Receive historical materials from the Division Executive Committee to deposit in the Division Archives.
3. Upon guidance from the Executive committee, prepare or obtain documentation of historical events and record in the Division Archives.
4. Receive approved documents from other committees for recording in the archives.
5. Advise committees and members on the proper format for submitting documents for recording in the Archives
6. Conserve the Division Archives located in the Ralph Brown Draughon Library, Auburn University, Alabama.

Duration:

Standing Committee

Amendments:

This charter may be amended by majority vote of the Executive Committee.

Date Approved:

23 September 2008

Dates Amended: