

## **Prerequisites**

The Educational Chair:

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Previous knowledge of collecting historical events, causes indicators and effects on civilizations and cultures
- Knowledge of administrative, legal, clerical procedures, systems and terminology
- Skilled in
  - Managing People
  - Written
  - Oral communications
  - Organizational communications
  - Planning
  - Utilizing Internet Technologies
- Efficient in assessing priorities
- Ability to:
  - Work with minimal supervision in a team environment
  - Maintain confidentiality
  - To communicate information and ideas presented in writing
  - Communicate so others understand information in writing as well as in communication
  - Trace current policy and rights issues to historical antecedents
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Make every effort to attend the annual AAC International Conference

## **Term of Service**

The AAC Historian is appointed by the President, approved by the Board, and serves at the pleasure of the President. The AAC Historian term of service is 3 years.

## **Responsibilities**

The AAC Historian:

- Conduct historical research as a basis for the:
  - Identification
  - Conservation
  - ReconstructionOf historic places and materials for publishing or presenting findings and theories
- Gathers and organizes AAC historical data from
  - Archives
  - Court Records
  - Diaries.
  - News Files
  - Old Decrees
  - Photographs
  - Periodicals
  - Interviews
- Traces historical development in adoption and foster care, detailing:
  - Social
  - Cultural
  - Political
  - Other diplomatic significance
- Analyze and interpret authenticity and relative significance of data collected

## **Procedures**

The AAC Historian:

- Will supply a monthly report of activities performed to Board of Directors
- Shall be fiscally responsible and spend no money without prior approval obtained in advance from the AAC Board of Directors