



Student Organization Historians

Resources

- [Take the Lead](#)
- [Emerging Leaders](#)
- [Dragon tidbits:](#)
- [Student Leader of the Month nomination form](#)
- [Student Organization Advisor of the Month nomination form](#)
- [Student Organization of the Month nomination form](#)
- [Student Organization Advisory Committee \(SOAC\)](#)
- [Student Activity Budget Committee \(SABC\)](#)
- [MSUM Committees](#)
- [Annual Student Organization Registration](#)
- [Annual Student Organization Assembly](#)

Responsibilities

- Maintain complete and accurate records of all of the student organization's activities.
- This includes: membership lists (past and present), meeting minutes, attendance records from meetings and events, correspondence, and activity reports of participants, date, function, etc.
- Obtain notes and records from other officers as necessary.
- Create an organized filing system.
- Maintain a photographic record as appropriate and save any newspaper clippings, etc. that document the student organization's events.
- Prepare a student organization report documenting criteria for evaluation of award criteria by the OSA.

Suggestions

- Create a scrapbook.
- Share membership lists with the [MSUM Alumni Foundation](#) to help with reunions.
- Be knowledgeable of OSA student organization award criteria and thoroughly document any related activities that members and/or officers participate in.
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Nominate for [Student Organization Advisor](#), [Student Leader](#), and [Student Organization](#) of the Month through the OSA.
- Join a committee.
 - [Student Organization Advisory Committee \(SOAC\)](#)
 - [Student Activity Budget Committee \(SABC\)](#)
 - [Other MSUM committees](#)