



**SANTA CLARA COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated  
("LSI®")**

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

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# HISTORIAN

**DO YOU LIKE TO TAKE PHOTOS?  
DO YOU LIKE TO SCRAPBOOK?**

Duties include:

- \*Taking photos at all SCCoLPA events, including monthly general meetings, educational workshops, conferences, and special events.
- \*Collecting flyers and other notable programs and items for use in the history or scrapbook.

(\*Note: other members of the association can/will also take pictures and can/will assist in the collection notable items for the scrapbook – so the requirement to attend every event is flexible).

- Preparing a complete history book or scrapbook of the Association for the current year for display at the annual meeting of LSI and enter in LSI's annual contest. Said history book and/or scrapbook shall conform to the rules established by LSI.
- Responding to all quarterly directives from state counterpart, copying President and Governor by or before stated deadline. Directives are short questionnaires advising the state Historian as to the status of the local association's preparation of a history book or scrapbook, and are requested quarterly.

Time commitment: Moderate to heavy.