

Retired Faculty-Staff Association Historian Chair Job Description

Responsibilities of the Historian include:

- Utilizing various sources (including UT departments, local newspapers, university-affiliated social organizations or any other appropriate resources) to maintain records of deaths of UT Austin and UT System retirees and their spouses/significant others. The Historian will provide all information for the “In Memoriam” section of the RFSA magazine to the Magazine Editor to meet publication deadlines.
- Collecting copies of all RFSA publications and other relevant materials during the year and keeping them organized, chronologically, for the Archives of the Association. This shall include magazines, brochures, and any other items which RFSA creates; the Annual Report created by the Past President; correspondence sent to members; any mentions about RFSA in articles; outreach efforts such as advertising in “Texas Connect”; and any other documents deemed to be relevant to the history of RFSA. The Historian may work with Carol Barrett to collect copies of emails sent to the membership for the archives.
- Serve as a member of the RFSA Board.

Updated 3/11/2024