

Part 4 – Standing Committees

I4.0.3: Historian/Archivist

The PCA National Historian maintains an accurate history of the Porsche Club of America. This written history is to be preserved in its original form for use by the National Staff, Region Officers and general membership.

As a Chair of a Standing Committee, the Historian/Archivist is a voting member of the National Board of Directors (BoD) and will attend/participate in all Board Meetings.

Procedures:

All archival information, artifacts and historical documentation will be secured and maintained at the PCA Historical Library at the National Office.

All information contained in the PCA Historical Library is considered Club property.

Chair responsibilities include, but are not limited to:

- National Administrative
 - Maintain and update the Historian's Microsite on pca.org.
 - Attend the Winter National Staff Assembly, the Annual Summer Membership Meeting and the Board of Directors teleconference meetings
 - Submit quarterly committee reports on activities from the preceding quarter
 - Submit an annual budget
- Archiving Historical Records & Items
 - Maintain files of information such items as:
 - Porsche Parades, including all officials, winners of perpetual awards, special awards, special guests and visitors (particularly Porsche AG and PCNA guests), a complete Parade registration packet as given to all entrants, and any items of special interest
 - Club Racing, including a complete set of *Club Racing News*
 - PCA Escape/Treffen, including the early PCA trips to Europe and current Treffen North America
 - Werks Reunion, including award winners
 - National Officers and Staff Members, including all current and previously elected and/or appointed staff members (office held and dates of volunteer service)
 - The Helmuth Bott Collection
 - Other documentary records, such as complete volumes of *Porsche Panorama*, as well as any other related data or information that may benefit PCA to better preserve the Marque or the Club

- Determine what contemporary historical information should be archived and work with the National Office on the process to accomplish that.
- Oversight and Maintenance of the PCA Historical Library
 - Maintain one copy of all information noted above, and similarly related information, as Club property. The documents and publications should be catalogued, in a retrievable and cross-referenced format both hard copy and digital copy
 - Inventory, categorize, and file archival items on a regular basis. The list of archival items and documentation will be updated at least annually
- Dissemination of Information
 - The PCA membership may request information for restoration or technical reference on their Porsche automobile
 - Any information provided by the Historian to any PCA member or National Staff Member will be via telephone, email, photocopy, or hand carried by the Historian. The original data in the PCA Historical Library is never to be loaned to an individual for any purpose without the approval of the PCA Executive Director and PCA Historian
 - Support the National Staff, Executive Council, the Editor of *Porsche Panorama*, and Social Media Chairs on questions and matters of PCA and Porsche history
 - Update the PCA Historian website portion on National Awards and Parade Awards
 - Provide periodic presentations to the National Staff, Region Officers and the general membership to share historical information and to further member appreciation of the Club's history, upon request
 - Encourage Regions to maintain their respective history and provide guidance on the type of information to preserve
 - Prepare suggestions for honoring the Club's history to be presented to the EC for final approval for Club anniversary years ending in a 0 or 5
 - Select material from the PCA Historical Library and arrange for transport to Parade; this material is to be displayed (under secured means) for all Parade entrants to see
 - Assist Parade Historics Chair with any available historic information about Porsches selected for the Historic Display, when requested
- Acquisition & Preservation
 - Actively search for significant historical information and items
 - Any items over the amount specified by the Executive Council require the EC approval prior to acquisition
 - Oversee and catalogue donations from members or their family members