

OHIO ACADEMY OF HISTORY
HANDBOOK
Section 2

EX-OFFICIO OFFICERS

Introduction

Ex-Officio Officers

Newsletter Editorial Board

General Editor

Associate Editor

Production Editor (Ohio History Connection, formerly the Ohio Historical Society)¹

Webmaster (Ohio History Connection)

Editor, *Proceedings*

Archivist

Historian

Common Characteristics of All Ex-Officio Officers:

- 1) Appointment: According to Article IV, Section 6 of the Academy Constitution, the Executive Council may “authorize the President to appoint other Officers as it feels necessary to conduct the affairs of the Academy.” Ex-Officio Officers, therefore, are appointed by the President of the Academy.
- 2) Term of Office: All Ex-Officio Officers serve for an unspecified number of years. Each year in office begins and ends at the conclusion of the Academy’s Saturday Business Meeting at the Spring Conference.
- 3) Vote: As members of the Executive Council, each Ex-Officio Officer has a vote on all decisions of the Executive Council.² “No member of the Executive Council may cast more than one vote.”³
- 4) Reports to the Executive Council: Each year at the Fall Retreat, each Ex-Officio Officer prepares an oral report to present to the Executive Council. For the Spring Conference, a written report should be sent, at least three weeks before the Conference, to the President, the Secretary-Treasurer, and the Archivist for pre-circulation by the Secretary-

¹ In May 2014, the Ohio Historical Society changed its name to the “Ohio History Connection,” with the “Ohio History Center” in Columbus serving as its headquarters.

² In the spring of 2011, the Academy membership voted to revise the wording of Article IV, Section 4 of the Academy Constitution to confirm that the representative of the Ohio History Connection, formerly the Ohio Historical Society (who serves as the Academy’s Production Editor and Webmaster) and all appointed officers serve *ex-officio* with the power to vote on all decisions of the Executive Council. Those Ex-Officio officers included: “the General Editor and Associate Editor of the *Newsletter*, the Editor of the *Proceedings*, and the Archivist.”

³ Article IX, Section 4.

Treasurer to all Officers, At-Large Representatives, and Committee Chairs.⁴ To save time at the Spring Executive Council Meeting, reports that contain no issues that need to be discussed by the Executive Council are approved by email vote before the meeting. Reports that require discussion are presented at the Friday Executive Council Meeting before the Spring Conference.

⁴ In reporting to both Executive Council Meetings, the General Editor and Associate Editor prepare one report between them.

Newsletter Editorial Board

Background:

- 1) Origin of the *Newsletter*: The Academy's decision in 1969 to publish its first *Newsletter* grew out of a desire to have the Academy play a more prominent role in dealing with what were seen then as mounting problems of the historical profession.⁵
- 2) Subsequent Publication and Evolution of the *Newsletter*:
 - During the next forty years, the *Newsletter* was published every Fall and Spring --- and for many years there was also a Winter issue --- until the Fall of 2008. No *Newsletter* was published in the 2008-09 academic year, nor in the Fall of 2009.
 - In 2009, a Collaboration Agreement was signed with what then was the Ohio Historical Society, as a result of which the Academy turned over production of the *Newsletter* to the Historical Society. The first *Newsletter* published by the Society appeared in the Fall of 2010.
 - Beginning in 2011, the *Newsletter* was posted on line.
 - By 2014, General Editor Molly Wood (Wittenberg) had "formatted templates for the basic logistical information . . . included in each *Newsletter*," significantly enhancing production efficiency.
 - Suggestions Made for Future Articles and Features:
 - Reviews of books winning Publication Awards.
 - "Brief 'roundtable' piece[s]" written by Book Panel participants at Spring Conferences.
 - Short biographies of Executive Council members, one profile per *Newsletter*.⁶
- 3) Structure and Evolution of the *Newsletter* Editorial Board:
 - The structure of the Editorial Board also has undergone a major transition. By 2008, it had expanded significantly from one to four members. Besides the General Editor and Production Editor at the Ohio Historical Society, the Editorial Board included two Associate Editors, one assigned to collecting material for articles and reviews, and one for collecting information on Academy business from Executive Officers and on professional matters from History Department Chairs. The arrangement ultimately proved convoluted and inefficient.
 - To consolidate and clarify the responsibilities of the officers on the Editorial Board, in 2011, the number of total officers was reduced from four to three. This was accomplished by combining some of the responsibilities of the two Associate Editors into one position, with the General Editor sharing some of the former responsibilities of the Associate Editors for collecting and editing materials.
 - The relationship between the General Editor and Associate Editor also became far more collaborative than under the earlier structure. (See below under "General Editor and Associate Editor: Shared Responsibilities.")

⁵ Wallace Chessman, Presidential Address to the Academy, April 1977, 10-11.

⁶ Molly Wood, *Newsletter* General Editor, Spring Conference Report, February 21, 2013, Fall Retreat Report, October 23, 2014.

- The Production Editor (at the Ohio History Connection), meanwhile, remained in essentially the same position with relatively similar responsibilities.

4) Deadlines for Submitting *Newsletter* Content to the Production Editor at the Ohio History Connection and for Putting the *Newsletter* on the Website:

- Present Deadlines:
 - **July 15:** Submission of content for the Fall *Newsletter* to the Production Editor, so that production goals are met and materials are on the website by **Sept 2**.
 - **Jan 13:** Submission of content for the Spring *Newsletter*, so that production goals are met and materials are on the website by **Mar 5**.
- Evolution of the Fall *Newsletter* Deadlines:
 - According to the June 30, 2009 Collaboration Agreement between the Ohio Academy of History and the Ohio Historical Society, all print-ready content had to be submitted to the Production Editor at the Ohio Historical Society no later than six weeks prior to the final production deadline for each of the two *Newsletters*. The original production deadline for the *Fall Newsletter* was October 1, so submission of content was due about August 15; the final production deadline for the *Spring Newsletter* was March 1, with submissions due by about January 15.
 - On two different occasions following the initial agreement, the Production Editor, along with other Academy officials, determined that in the case of the *Fall Newsletter*, it was essential that the submission deadlines be made even earlier to ensure that production goals were met and the *Newsletter* was on the website before the Fall Retreat, which normally takes place in October. In March 2010, therefore, the production deadline was moved from October 1 to September 15.
 - In subsequent correspondence, the Production Editor and other Academy officers agreed that the *Fall Newsletter* should be on the website by September 2 each year. Because of the slow pace of activity in the summer, moreover, it was necessary to have the content submitted to the Production Editor no later than July 15.
 - The final submission and production deadlines for the *Spring Newsletter*, meanwhile, remained essentially the same as stated in the 2012 contract: i.e., submissions of content are due January 13, and the production deadline is March 5.

Editor and Associate Editor: Shared Responsibilities:

- 1) Definition of Overall Responsibilities:
 - The General Editor and Associate Editor work together each Fall and Spring to determine and collect the content for each *Newsletter*, but the final decisions and responsibility for content rest with the General Editor.
 - Thus, the General Editor is ultimately responsible for content and for getting the content to the Production Editor on time.
 - The Associate Editor helps the General Editor with collecting, editing, and proofing all content.

- 2) Soliciting Materials for the two Newsletters: (See the Appendix for a comprehensive list of all materials for each *Newsletter*.) The two Editors work in tandem to solicit the following materials for both *Newsletters*: (Although ideally done on an annual basis, the timing of the request for and publication of these materials is determined by the *Newsletter* Editors.)
 - Academic, organizational, and other announcements from History Department Chairs, Academy Committee Chairs, the Secretary-Treasurer, and sources outside the Academy.
 - Articles and/or reviews on 1) members' research, 2) the historical profession, and 3) other topics of interest to Academy members. Articles should be no longer than 1000 words.
 - Profiles (with photos) of Academy Members, Prize Winners, and/or Other Individuals of Interest.

- 3) Preparing Final Content for Both Newsletters: The two Editors work in tandem and share responsibility for preparing the final content for each *Newsletter*. More specifically, they:
 - Oversee the preparation of two issues of the *Newsletter*, in July-August and in December-January.
 - Plan and edit the content of both *Newsletters*, with the General Editor making the *final* decision on content for each *Newsletter*.
 - Coordinate the timing of submissions from the President, the Associate Editor, the Production Editor, and other sources from within the Academy as needed, so sufficient time is available to review and edit all submissions.
 - Edit and proof the Executive Council Minutes: The Minutes of the Executive Council (including the financial report) from the Fall Retreat and Spring Conference are edited and formatted by the Associate Editor before being proofread by the General Editor.
 - Ensure that all submissions for each *Newsletter* have been appropriately edited and proofed before content is sent to the Production Editor.

- 4) Submitting Final Content for Both *Newsletters* to the Production Editor at the Ohio History Connection According to Production Deadlines:
 - The Production Editor informs the General Editor and Associate Editor of deadlines (listed above) for receiving all content in order to meet production goals.
 - According to the June 30, 2009 agreement with what then was the Ohio Historical Society, renewed in 2012 and 2014, “the Ohio Academy of History will maintain Editorial control of Ohio Academy of History publications and as such will have the right to review and approve all items submitted for publication.”
 - Because the Academy retains copyright for all Academy-branded print materials, the Production Editor must submit a copy of the layout of each *Newsletter* to the General Editor and Associate Editor for final editing before publication.

General Editor: Specific Responsibilities

- 1) Introduction: For critical information on the appointment to office, term of office, and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Soliciting Content for *Newsletters*:
 - For Both *Newsletters*: Solicit and retain copies of the list of Academy Officers, Ex-Officio Officers, Members of the Executive Council, and Chairs and members of each of the Committees for the Fall *Newsletter* to be used again, with any necessary revisions, for the Spring *Newsletter*.
 - For the Fall *Newsletter* only, update the templates (see the Appendix) for the Calls for Nominations for Executive Officers and Representatives, for Awards, and for Papers and Panels for the Spring Conference.
 - For the *Spring Newsletter* only, obtain from the:
 - Program Committee Chair, a draft of the Program for the Spring Conference.
 - Local Arrangements Chair, information about local arrangements for the conference in order to prepare a “Program in Brief” that includes as much information on local arrangements as is available by the production deadline.
 - Chair of the Nominating Committee, biographical information on the nominees for the Executive Council for the following year.
 - Chairs of the Junior Faculty Research Grant Committee, the Public History Committee,⁷ and the Dissertation and Publication Award Committees, information on the nominated projects for each of the awards.
- 3) Reporting to the Executive Council: While working in tandem with the Associate Editor on reports for the Fall and Spring Executive Council Meetings, it is ultimately the responsibility of the General Editor to finalize and present the oral and written reports at those meetings.

⁷ The Public History Committee has been held in abeyance since October 2014.

Associate Editor: Specific Responsibilities

- 1) Introduction: For critical information on the appointment, term of office, and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Soliciting Materials for the Newsletters: It is the specific responsibility of the Associate Editor to solicit the following materials for the Fall and Spring *Newsletters*:
 - For the Fall Newsletter, the Associate Editor requests by **July 1** from the:
 - President, the “Message to the Academy.”
 - Secretary-Treasurer, Minutes of the previous Spring Meeting of the Executive Council (including the financial report), the Minutes of the Saturday Business Meeting from the Spring Conference, and a copy of the Membership Renewal Form. The Associate Editor is responsible for editing and formatting the Minutes of the Executive Council (including the financial report) and the Minutes of the Business Meeting, for style but not substance, before forwarding them to the General Editor for proofreading.
 - Chairs of History Departments of Colleges and Universities in Ohio, updated information on each department’s 1) appointments and promotions, 2) awards, grants, honors, and leaves, 3) publications, 4) retirements and resignations, and 5) comments for “In Memoriam.” While ideally collected on an annual basis, the timing of these requests for and publication of department materials is determined by the *Newsletter* Editors.
 - For the Spring Newsletter, the Associate Editor requests by **January 5** from the:
 - President or Archivist, new amendments to the Academy Constitution to be voted on at the Spring Conference.
 - Secretary-Treasurer,
 - Minutes of the Executive Council (including the financial report) from the previous Fall Retreat. It is the responsibility of the Associate Editor to edit and format the Minutes of the Executive Council (including the financial report) for style but not substance and forward them to the Editor for proofreading.
 - A copy of the Pre-Registration and Membership Renewal Forms.
 - Chair of the Junior Faculty Research Grant Award, a copy of the one-page report written by the recipient of the award announced at the Spring Conference the previous year. The report explains how the funds were spent.
- 3) Submitting Materials to the General Editor: All materials listed above and any additional materials should be transferred to the General Editor by deadlines established by the General Editor in the Fall and Spring to ensure time for final editing or proofreading before the production deadlines.

Production Editor at the Ohio History Connection

- 1) Introduction: For critical information on the term of office, as it relates to the Ohio Academy of History, and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Background: According to the June 30, 2009 Collaboration Agreement between the Academy and what then was the Ohio Historical Society, the position of Production Editor, formerly held by an Academy officer, was replaced by a representative based at the Ohio Historical Society, now the Ohio History Center.
- 3) Primary Responsibilities of the Production Editor:
 - Production and Distribution of the Academy Newsletters as outlined in the 2009 Collaboration Agreement, renewed in 2012 and 2014:
 - The Production Editor is responsible for managing the design, layout, and production of each *Newsletter*, as well as the distribution of paper copies to members of the Academy who prefer paper over digital copies. (Since the *Newsletter* is mailed only to Academy members, the Academy provides mailing addresses for any non-members who are to receive the *Newsletter*.)
 - The Production Editor ensures that all Academy publications include the Academy's logo and, at the bottom of the front page and on the last page of each *Newsletter*, the tagline, "The Ohio Academy of History [publication type] is edited and published for the Ohio Academy of History by the Ohio Historical Society." (With the publication of the Fall 2014 *Newsletter*, for the first time, reference was made not to the "Ohio Historical Society," but to the "Ohio History Connection." The tagline, furthermore, appeared only on the last page, not on both the first and last page as in the past.)
 - The Production Editor informs the General Editor and Associate Editor of deadlines for receiving all content in order to meet production deadlines. Deadlines for receiving content are as follows:
 - For the Fall *Newsletter*: **July 15**, to ensure production goals are met and materials are on the website by **Sept 2**.
 - For the Spring *Newsletter*: **Jan 13**, to ensure production goals are met and materials are on the website by **March 5**.
 - Because the Academy retains copyright for all Academy branded print materials, the Production Editor must submit a copy of the layout of each *Newsletter* to the General Editor and Associate Editor for final editing before publication.
 - Because the Academy approves all direct costs prior to production, the Production Editor must submit all costs to the Secretary-Treasurer of the Academy, who, in conference with the Academy President, approves those costs.
 - The Production Editor is responsible for sending the final issue of each *Newsletter*, as an attachment to an email, to the Webmaster so that the *Newsletter* is on the website by the deadlines noted above (in bold):

- Maintenance of the Academy Database:
 - According to the 2009 Collaboration Agreement, renewed in 2012 and 2014, the Production Editor maintains and continually updates the Academy membership database.
 - The Secretary-Treasurer serves as the main channel of communication with the Production Editor about the database, its upgrades, and copies to be made available for the Academy.
 - The Production Editor sends the Secretary-Treasurer an updated membership/address list at regular intervals and when specifically requested by the Secretary-Treasurer.
- Monitoring Membership Renewals: The Production Editor is responsible for monitoring the registration process and keeping a record of registration renewals. The Production Editor sends out membership renewal notices shortly before each member needs to renew his/her membership, with six-month reminders as needed.
- Reporting to the Executive Council: To prepare reports to the Executive Council for the Fall Retreat and the Spring Conference, see above, the Introduction to all Ex-Officio Officers.
- 4) Specific Responsibilities of the Production Editor in the Fall:
 - Fall Email Blast (originally known as the “Fall Packet”): In late August or early September, the Secretary-Treasurer forwards to the Production Editor the contents of an email blast, which is then sent out to the Academy membership.
 - The contents include links to the Academy Website where members can find and download the *Fall Newsletter*, the Calls for Nominations, and a Membership Renewal Notice.
 - The email blast also includes a cover letter written by the Secretary-Treasurer that contains:
 - A notification to members who prefer paper mailings that they can receive them by contacting the Production Editor at the Ohio History Connection, by email (oah@ohiohistory.org) or phone (614-297-2538).
 - Information regarding the Academy’s offer of a one-year complimentary membership to scholars who have moved to the state within the last year or two.
 - Fall Postcard Reminder: The Production Editor follows up the email blast with a postcard to all members.
 - Purposes of the Postcard:
 - The postcard provides a means of reaching those members whose email addresses are not available.
 - Given that the names of Academy members are kept in the database for several years beyond their last renewal, the postcard also offers an opportunity to reconnect with members who for one reason or another have not renewed their memberships for a year or more. The postcard, however, is mailed only to members, whose memberships have lapsed within the preceding two years.

- Content of the Postcard: Assuming there is room on the postcard, it should provide:
 - The same basic information as in the email blast, i.e., links to the Academy website where members can find and download the *Newsletter*, the Calls, and the Membership Renewal Form.
 - The phone number and email of the Production Editor, so that those members who prefer paper copies of the *Newsletter* and/or the other materials in the Fall Packet can request them.
 - Fall Mailing of Paper Copies: The Production Editor sends out by snail mail paper copies of the Fall *Newsletter* and all the documents listed in the email blast to those members requesting them and to those members whose email addresses the Academy does not have.
- 5) Specific Responsibilities of the Production Editor in the Spring
 - Spring Email Blast (or “Spring Packet”):
 - Following a process similar to the Fall email blast, the Secretary-Treasurer forwards to the Production Editor the contents of an email blast, which is then sent out to the Academy membership, preferably by the first week of March.
 - The email blast includes links to the Academy Website where members can find and download the Spring *Newsletter*, the Spring Program, a registration form for the Spring Conference, a membership renewal notice, information regarding a Book Exhibit or Book Exchange, and the email and phone number of the Production Editor, so that those members who prefer paper copies of the Spring *Newsletter* and/or materials in the Spring email blast can receive them.
 - Spring Mailings: The Production Editor sends out by snail mail paper copies of the Spring *Newsletter* and all the documents listed in the email blast to those members requesting them and to those members whose email addresses the Academy does not have.

Webmaster (Production Editor at the Ohio History Connection):

- 1) Origin and Evolution of the Position(s) of Webmaster:
 - The position of Webmaster was created in 2000.
 - From 2000 until 2009, the Academy had one Webmaster, whose responsibility it was to maintain the Academy website. That was normally done through the institution where the Webmaster resided.
 - In June 2009, as a result of the Collaboration Agreement between the Academy and what then was the Ohio Historical Society, it became necessary to have two Webmasters:
 - One Webmaster, who also was serving as the Production Editor, was responsible for maintaining the Academy website at the Ohio Historical Society.
 - The other Webmaster, an Ex-Officio Officer of the Academy, was responsible for channeling information from Academy officers to the Webmaster at the Ohio Historical Society.
 - At the Spring Conference in 2011, the position of Academy Webmaster was, in essence, eliminated as a result of an amendment to Article IV: Section 4 of the Academy Constitution that was approved by the membership.
 - The amendment's focus was on the power to vote on all decisions of the Executive Council by all Ex-Officio Officers and the representative of the Ohio Historical Society. The Ex-Officio Officers were listed in the amendment as the General Editor and Associate Editor of the *Newsletter*, the Editor of the *Proceedings*, and the Archivist, with no mention of an Academy Webmaster.
 - The Production Editor, functioning also as the Webmaster at the Ohio Historical Society, essentially absorbed the responsibilities of the Academy Webmaster by maintaining the site as well as collecting data for it.
 - The Academy Webmaster had had one further responsibility, i.e., to proof the website and to ensure that all lists under each tab were maintained and updated and that all documents critical to the functioning of the Academy were on the site. Those responsibilities were gradually added to those of the President of the Academy.
- 2) Evolution of the Website: Since 2012, the Academy has contracted with an outside vendor to design and support the website. The Webmaster and General Editor are able to make minor changes, but the outside vendor is needed for major changes and overhauls.
- 3) Responsibilities of the Webmaster:
 - Maintain a website for the Ohio Academy of History.
 - Include on the website data submitted by the President, Secretary-Treasurer, *Newsletter* Editor, Archivist, and other Academy Officers.

- Submit to the Secretary-Treasurer and President for approval, before implementation, all website upgrades and maintenance costs.
- Report to the Executive Council: Reports by the Webmaster for the Fall Retreat and Spring Conference are included in the reports prepared by the Production Editor.

Editor, *Proceedings*:

- 1) Introduction: For critical information on the term of office and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Background and Evolution:
 - The *Proceedings*:
 - The *Proceedings of the Ohio Academy of History* was first published in 1999.
 - Its purpose was to serve as a peer-reviewed journal, providing access and giving publicity to the Presidential Address of each new Academy President and to the four-or-five best papers presented at each annual Spring Conference.
 - The *Proceedings* was published in paper form until 2006. Since then it has been published only in electronic form and is available on the Academy Website.
 - The Editorial Board:
 - From its beginnings, the selection and editing of the papers for the *Proceedings* was the work of a small Editorial Board headed by Vladimir Steffel (OSU-Marion), who served as Editor from 1999 to 2012.
 - During the year following Steffel's retirement from the Editorial Board, an *ad hoc* committee on the *Proceedings*, aware of the unusual time commitment required by the individual serving as Editor, began a reevaluation of the responsibilities and role of the Editor and the Board. That reassessment was still in process at the time of the completion of this edition of the *Handbook*.
- 3) Traditional Responsibilities of the *Proceedings* Editor:
 - Coordinate the publication of the best papers presented at the annual Spring Conference.
 - Procure from the Program Committee Chair the nominated papers. (Only papers already in publishable form may be nominated.)
 - Submit nominated papers to a referee panel.
 - Submit each completed issue of the *Proceedings* to the Webmaster for the Academy Website.
 - Reports to the Executive Council: To prepare reports to the Executive Council for the Fall Retreat and Spring Conference, see, above, the Introduction to all Ex-Officio Officers.
- 4) Recommendations for a Future Revitalized *Proceedings* Editorial Board:
 - Procedure for Submission of Papers: A standard Call for Papers should outline the format and procedures to be used in submitting papers for review. Only papers submitted before the Spring Conference should be eligible for publication.
 - Digital Publication of the *Proceedings*:
 - The *Proceedings* should be produced on an annual basis and include the Presidential Address, the address of the Distinguished Historian, and "no more than five additional conference papers."

- Under the guidance of Steffel, the archived electronic *Proceedings* will be brought up to date on the Academy website and will include addresses by the President and Distinguished Historian back to 2006, the year the *Proceedings* was first published in electronic form.
- Through a service such as JSTOR, papers will be indexed and made widely available.
- The Editorial Board:
 - A specified term of service of three years should be established for the position of *Proceedings* Editor and for each member of a three-member Editorial Board. Terms of service of members should be staggered. Each member of the Board should represent a different field of expertise.
 - The *Proceedings* Editor will continue as an Ex-Officio Officer on the Executive Council. (The members of the Editorial Board will not serve on the Council.)⁸

⁸ Molly Wood, Report of the Ad Hoc Committee on the *Proceedings*, April 2, 2013; Minutes of the Executive Council, October 19, 2012. For a more detailed explanation of the recommendations for procedure regarding the submission of papers for review, see the outline of Responsibilities of the Program Committee in Section 4 of the *Handbook*.

Archivist

- 1) Introduction: For critical information on the term of office and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Origin and Rationale for the Position: The position of Archivist was established by the Executive Council on April 19, 2002, at its meeting before the Spring Conference at the Cincinnati Museum Center. Its purpose was to serve as an institutional memory for the Academy and to relieve the Secretary-Treasurer, in particular, of some of his/her purely administrative duties.
- 3) Responsibilities:
 - Collect and Maintain Digital Documents and Provide them to Senior Officers, Ex-Officio Officers, At-Large Representatives, and Chairs, as needed. On an annual basis, the Archivist should obtain the following documents from the following Officers and Committee Chairs:
 - President:
 - Agendas for Fall Retreat and Spring Executive Committee Meeting and Business Meeting.
 - Constitutional amendments to be voted on by Academy members at the Spring Business Meeting.
 - Vice President/President-Elect:
 - Names, institutions, and emails of new Ex-Officio Officers and Committee Chairs and Committee Members for the following year.
 - Presidential Address.
 - Secretary-Treasurer:
 - Minutes of the Fall and Spring Executive Committee Meetings and the Spring Conference Business Meeting.
 - Membership Renewal Form.
 - Registration form for the Spring Conference.
 - Newsletter Editors: Calls for Nominations for Elected Positions on the Executive Council, for Awards, and for Paper and Panel Proposals for the Spring Conference the following year.
 - All Committee Chairs: Annual Reports.
 - Conference Committee Chair:
 - Information on the Spring Conference site.
 - Map of the host institution.
 - Directions to the host institution.
 - List of nearby motels.
 - Program Committee Chair:
 - Spring Program.
 - Letter to all moderators and presenters outlining their responsibilities.
 - Questionnaire distributed to Panel Moderators for evaluating each session.

- Normally one plaque is made for each award. If two or three individuals or totally separate institutions are named as winners, however, two or three separate plaques may be made.
- Report to the Executive Council: To prepare reports to the Executive Council for the Fall Retreat and Spring Conference, see, above, the Introduction to all Ex-Officio Officers.

Historian:

- 1) Introduction: For critical information on the term of office and role on the Executive Council, see, above, the Introduction to all Ex-Officio Officers.
- 2) Origin of the Office:
 - The Ex-Officio position of “Historian” was established by the Executive Council at its October 2009 meeting. The objective was to take over the responsibilities of the Archivist pertaining to the Ohio Academy of History archives at the Ohio History Center (formerly the Ohio Historical Society) and to serve as a representative of the Academy at meetings of the Ohio History Connection Trustees as well as the Ohio Statehood Day Planning Committee.
 - As of 2015, the position of Historian had not been filled, nor had Article IV, Section 4 of the Constitution been modified to include the Historian as one of the Ex-Officio officers with the right to vote.
- 3) Responsibilities:
 - Preserve and Maintain Academy Documents: The critical responsibility of the Historian is to preserve and maintain the documents of the Academy located at the Ohio History Center in Columbus.
 - Write a History of the Academy: At the April 2009 Executive Committee Meeting at Akron University, a consensus was reached recommending that a history be written of the Academy. Given his/her access to the Academy documents, the Historian would have the best opportunity to achieve that goal.
 - Serve as Liaison to the Ohio History Connection: The Historian serves as a crucial link to the Ohio History Connection by:
 - Attending regular Meetings of the Board of Trustees of the Ohio History Connection.
 - Serving on the Planning Board and participating in Ohio Statehood Day at the Statehouse in Columbus in March of each year. (Participation in Statehood Day also provides the Academy an opportunity to advertise and promote the organization.)¹⁰
 - Report to the Executive Council: To prepare reports to the Executive Council for the Fall Retreat and Spring Conference, see, above, the Introduction to all Ex-Officio Officers.

¹⁰ At its March 30, 2012, Executive Council meeting, the Council voted to renew its support of \$200 for Statehood Day for the coming year. The Council also agreed, however, that it would decide each year whether to renew that support. In 2014, the Council contributed \$250 for Statehood Day.