Document the History of Your Local Section

It is important to document the history of your local section for members, potential members, and the public. A detailed documentation of your section shows your dedication and success throughout the years. This has the potential to help attract more members to join, as people enjoy being a part of an community that is successful and has something to show for.

**Step 1: Document LS Meetings**
- List out the previous meetings that your local section has hosted or been a part of
  - Have annual meetings and advertise them with the annual meeting number, such as “44th Annual Meeting”
  - Have a page on your local section website dedicated to the list of previous meetings, along with the meeting topics.
    - Take pictures at each meeting to post and document on the past meeting page.
    - List the date of the meeting, including the year.

**Step 2: Document the Start Up of Your Local Section**
- Suggest writing two paragraphs under the “About Us” section of your site, including:
  - The year your section was founded
  - The people who were involved in founding your section
    - Pictures of these people, if possible
  - Any other historical information about your section

**Step 3: Newsletters**
- Have an archive of all previous newsletters that were written for your section
  - Include the month and year that the newsletter was written
  - If your section does not have past newsletters, you can start your history now!

**Step 4: Local Section Officers**
- Document the past officers and presidents of your section
  - Include the years that they served
  - Include pictures of each, if possible