

**Section 7. Vice President.**

At the request of the President, or in the President's absence or disability, the Vice President shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President and/or the Executive Committee of the Association.

**Section 8. Secretary.**

The Secretary shall keep the minutes of the meetings of the Association and its Executive Committee and shall see that all notices are duly given in accordance with the provisions of these bylaws. The Secretary shall be custodian of the records, books, reports, statements, certificates, and other documents of the Association. In general, the Secretary shall perform all duties and possess all authority incident to the office of Secretary, and shall perform such other duties as from time to time may be assigned by the President and/or the Executive Committee of the Association. The Secretary shall work closely with other assigned Executive Members to ensure that correspondence on issues, happenings and/or events of the Association is made public via the **Raven**, CRK Museum Web site, or other media.

**Section 9. Treasurer.**

The Treasurer is responsible for handling the funds of the Association. The Treasurer shall review the debits and credits of all accounts within the Association with the assigned representative of the Old Hickory Council, BSA, on a timely basis and ensure that any accounting errors are corrected. The Treasurer shall make a report on account balances, changes and/or corrections at the monthly meeting of the Association. The Treasurer shall be bonded. The Treasurer shall in general perform all duties incident to the office of Treasurer and shall perform such other duties as from time to time may be assigned by the President and/or the Executive Committee of the Association.

**Section 10. Historian.**

The primary duty of the Historian shall be to collect facts and historical information and prepare a continuous history of the Old Hickory Council and Camp Raven Knob. The Historian is responsible for ensuring that display cases contain appropriate Scouting materials, and that such cases are rearranged and/or changed periodically to reflect the history of Scouting, the Old Hickory Council, Camp Raven Knob, and the Order of the Arrow. The Historian shall work closely with other members of the Executive Committee and establish a prioritized list of proposed window display ideas. At the request of the Executive Committee, the Historian shall provide a simple sketch or layout, including proposed labeling, on each new display. The Historian shall work closely with other members of the Executive Committee, such as the Librarian and Curator, in securing materials from inventory for the window displays. The Historian shall perform such other duties as from time to time may be assigned by the President and/or the Executive Committee of the Association.