

Omega Leo Medical Explorer Job Description Historian

Our Historian is responsible for keeping a written and photographic record of all Medical Explorer activities. Since it is not reasonable to expect you to be involved in all activities, it is important that you proactively involve other medical explorers who may participate in the activity to help with pictures, names of medical explorer participants, and short paragraphs describing the when, what, where, and why of the event. This information is to be part of each Crew Chief Report (see the SOP 2100.01.01 for Crew Chief responsibilities). The Historian should maintain a picture collection with carefully annotated pictures linked to the above information. Names and positions in the photographs are important (i.e., left to right).

To clarify, our public relations officer will help with the responsibility for making sure photographs are taken at all events as well as posting them to the social media accounts. Names of Medical Explorers are to be collected along with the pictures. The historian will be responsible for receiving, collecting, and storing the event reports and photos from the all crew chiefs of the Omega Leo Medical Explorers and maintaining a collection of all the reports and photos taken throughout the year. These will be recorded on a external hard drive provided. These will need to be captioned and the people in the photos are to be identified.

Every month, the Historian will add to a Power Point presentation of the significant events to be shown at the end of the spring semester. This will include a presentation that includes the previous summer, and adds fall and spring events for one presentation for the year.

The Historian and the Public Relations Officer will work closely together to ensure that all significant events are duly recorded (with pictures) and published through appropriate outlets. The Historian is responsible for the initial collection and storage, while the Public Relations Officer is responsible for external publication.

An especially important responsibility of this officer is to improve and maintain our database of former members. It is important that data on admission to professional schools be added to this database. To accomplish the collection of

this information, the Historian may need to communicate by email with members who have graduated one or two years prior. This database should include the Medical Explorer name, year of graduation from Texas State or another university or college, professional school admitted, permanent phone number, active permanent e-mail address, current mailing address, and a graduation date or anticipated date for graduation from the professional school.

It is your responsibility to review and update this job description before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position or activities of Historian.

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Last modification: January 15, 2026 by Dr. Charles Johnson