



USFWS History Committee Member Position Description

Purpose

The USFWS Director established the History Committee in 1998 to preserve, honor, and interpret the Service's long legacy ([USFWS History Committee Charter](#)). History Committee members represent current and retired employees from all Regions and Headquarters. Preserving history strengthens our identity and distinct conservation legacy while enhancing opportunities to learn from the past. Learning from and applying the lessons of the past to today's conservation challenges honors our history and the memory of those who showed the way.

Membership

Members are current Service employees and retirees.

- The Director appoints a member of the Directorate or the Deputies group to serve as the Chairperson of the History Committee.
- The Regional Director for each Region appoints a member to represent their respective Region as an active-duty representative on the History Committee. Appointment to the History Committee is an additional duty and may require balancing with other responsibilities. Members are expected to represent their Region's interests while contributing to Committee goals overall and are encouraged to participate in the two subcommittees (Communication and Oral History).
- The Association of Retired Fish and Wildlife Service Employees ([USFWS Retirees Association](#)) appoints retirees to the History Committee to support Regional representation with diverse programmatic backgrounds.

Roles and Responsibilities

- **Attend Meetings:** Participate in bi-monthly History Committee virtual meetings and contribute to discussions and decision-making. Attend annual in-person meetings, with attendance encouraged of active-duty representatives based on Regional priorities and budget.
- **Support Committee Goals:** Actively support and contribute to the History Committee's objectives, including strategic planning, work plan preparation, and historical preservation efforts.
- **Subcommittee Involvement:** Voluntarily participate in any subcommittee meetings and activities when available and interested.
- **Preservation and Promotion:** Assist in coordinating the preservation of historical materials and promoting the History Committee's work across various platforms with different stakeholders.
- **Educational and Supportive Roles:** Help develop and implement educational programs for Service employees, including history training, and support initiatives for Service retirees.

Time Commitment

- Active involvement in bi-monthly History Committee virtual meetings (1 hour per meeting).
- Participation in annual in-person meetings as available (typically 2 days plus travel time and any additional time to conduct History Committee work).
- Additional time commitment for Communications and/or Oral History Subcommittee work, which involves monthly meetings and tasks as assigned.

Financial Commitment

- Regions provide travel funding for active-duty representatives to attend in-person meetings.
- The USFWS Retirees Association may support travel expenses for retiree representatives to attend in-person meetings, pending available funds. Retiree members must consult and coordinate with the Association independently of the Committee.

Learn More

See the USFWS History Committee webpage at [History Committee | U.S. Fish & Wildlife Service](#).