

Webster Historical Society
Committees and Roles
October 20, 2016

The Chairperson of each Committee shall:

- Be appointed by the President of the Society for a one-year term;
- Focus on achieving the mission of the Committee as directed in writing by the President of the Society;
- Coordinate with the Curator chairperson for use of any building or artifact of the Society;
- Recruit or select members to be on the committee;
- Select any other person or company to achieve the Committee's mission without cost to the Society;
- Report the Committee's progress to the Executive Board or Special Meeting;
- Provide an annual report at the Society's Annual Meeting.

BUILDINGS and GROUNDS

The Buildings and Grounds Committee is responsible for the maintenance and preservation of the Meeting House, Hy-Mar Museum, and Horse Shed.

- Maintain list(s) of maintenance items;
- Secure estimates for required work;
- Secure sponsors to donate time and/or materials, if possible;
- Write specification bids;
- Secure bids for required work;
- Provide bids to Executive Board for review/approval;
- Perform appropriate "housecleaning" and lawn care duties.

CURATOR

The Curator Committee is responsible for accepting, protecting, documenting, cataloging, and displaying memorabilia. The Curator shall be bonded.

- Secure signed permission from donors for donated and/or loaned articles and provide receipt for same;
- Maintain accession documents for all donated, loaned, or purchased articles;
- Determine or secure written appraisal for the value of loaned and/or donated articles;
- Determine the length of time the Society will house a temporary loan;
- Provide docent training;
- Secure permission of the Executive Board to accept any restricted gift, or any gift valued at greater than \$5,000.

FUNDRAISING

The Fundraising Committee is responsible for generating revenue or otherwise raising funds by any appropriate means to provide building maintenance, publications, programs, and artifact acquisition.

- Maintain an on-going effort to raise funds;
- Research and apply for grants;
- Seek corporate sponsors;
- Petition the Town of Webster for funds and ensure the request is in the Town Warrant;
- Coordinate with the Programs and Publicity Committee for potential fundraising opportunities.

MEMBERSHIP

The Membership Committee is responsible for increasing the overall membership in the Society. The Society's Vice President is Chairman of the Membership Committee.

- Recruit new members;
- Coordinate with the Programs and Publicity Committee;
- Recommend prices for each level of membership, to be approved at the Annual Meeting;
- Maintain a current list of members and date of renewal;
- Provide a list of current members as requested by the Executive Board;
- Provide each new member with a copy of the By-Laws and committee roles.

PROGRAMS, PUBLICITY, and SOCIAL MEDIA

The Programs and Publicity Committee is responsible for increasing the visibility of the Society and its programs to the public, and shall promote membership in the Society.

- Coordinate with the Fundraising and Membership Committee Chairpersons for potential fundraising opportunities;
- Coordinate with the Curator;
- Establish and promote educational opportunities;
- Use Social Media to publicize the Society;
- Recruit and coordinate volunteers for every event.

WEB AND DIGITAL ARCHIVES

The Web and Digital Archives Committee is responsible for maintaining a digital record of all artifacts and memorability, and presentation of these records to the public via the web.

- Create digital images for all photographs, documents and memorabilia in the Society's collections;
- Create digital photographs of all physical artifacts in the Society's collections;
- Coordinate with the public to scan the public's items and return them;
- Maintain the website and digital archives;
- Train committee members on the use and maintenance of the website.