

**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.