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.

STANDING COMMITTEES

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 Committees 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
The Programs Committee is responsible for promoting education and generating interest in the Society through its programs.
• Establish and promote educational opportunities;
• Recruit and coordinate volunteers for every event;
• Coordinate with the Curator for any special exhibits for programs.

PUBLICITY and SOCIAL MEDIA
The Publicity and Social Media Committee is responsible for increasing the visibility of the Society and its programs, and shall promote membership in the Society.
• Use Social Media to publicize the Society, to promote its programs, and to seek new members;
• Write articles for local newspapers and the Society website;

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.

TEMPORARY COMMITTEES  The President shall appoint temporary committees as needed.

BYLAWS
The Bylaws committee is responsible for making recommendations for changes to the current bylaws.
• Review current and past Society bylaws and any other non-profit bylaws, as appropriate;
• Solicit and review input from the Executive Board and the membership in general;
• Make recommendations for changes to be voted on at the Annual or a Special Meeting.