



Committee Directives

August 17, 2020

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 Trustees for use of any building or artifact of the Society;
- Recruit or select members to be on the committee;
- Recruit Sponsors to achieve the Committee's mission without cost to the Society;
- Track and report all volunteer hours to the President monthly;
- Report the Committee's progress in any Project Meeting;
- Provide a report of the Committee's progress to the Board of Trustees quarterly;
- Provide an annual report at the Society's Annual Meeting;
- Produce and maintain a *Processes and Procedures* manual for that committee.

NOMINATING COMMITTEE

The Nominating Committee is chaired by the President. Other members must include the Chair of the Board of Trustees and three additional Society members.

- Meet at least once a year in between May and August.
- Create a slate of potential Trustees for vote at the Annual Meeting in September.
- Appoint a temporary Trustee for any open position until the next Annual Meeting.

BYLAWS, appointed by the President, as needed

The Bylaws Committee is responsible for making recommendations for changes to the current bylaws.

- Meet at least once every three years to review the current and past Society bylaws and any other non-profit bylaws, as appropriate.
- Solicit and review input from the Board of Trustees.
- Make recommendations for changes to be voted on at the Annual or a Special Meeting.

OPERATING COMMITTEES

BUILDINGS and GROUNDS

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

- Maintain list(s) of maintenance items.
- Secure sponsors to donate time and/or materials, if possible.
- Write specification bids.
- Secure bids/estimates for required work.
- Provide bids to the Board of Trustees for review/approval.
- Perform, or cause to be performed the appropriate "house-cleaning" and lawn care duties.

COLLECTIONS and CURATION

The Collections and Curation Committee is responsible for accepting, protecting, documenting, and cataloging memorabilia.

- Maintain accession documents for all donated, loaned, or purchased articles.
- Store memorabilia as appropriate for each type of article.
- Secure permission from the Board of Trustees to accept any restricted gift, or any gifts valued at greater than \$5,000 from any one donor.

- Secure signed document from donor for donated articles and provide receipt for same.
- Determine approximate appraised value of donated articles.
- Secure signed document from lender that states (1) loan will become gift after five years for loaned articles, (2) loan is at the risk of the donor, and (3) Society is not responsible for any damage or loss.
- Provide receipt to lender for each loaned article.
- Secure from lender the appraised value of all articles on loan.
- Determine the length of time the Society will house a temporary loan, not to exceed five years.

FUNDRAISING

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

- 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.
- Research pros and cons of retaining a professional fundraiser and report research to the Board of Trustees.
- 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.
- Maintain a current list of members and date of renewal.
- Provide a list of current members as requested by the Officers or Board.
- Provide each new member with a copy of the By-Laws and Committee Directives.
- Recommend cost of dues for each level of membership, to be approved by the Board of Trustees.
- Coordinate with the Programs and Publicity Committee to promote the Society.

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 Board for any special exhibits for programs.

PUBLICITY

The Publicity Committee is responsible for increasing the visibility of the Society and its programs and promoting membership in the Society.

- Write articles for local newspapers and the Society website.
- Coordinate with other Committee chairs to publicize upcoming events.

WEBSITE AND DIGITAL ARCHIVES

The Website and Digital Archives Committee is responsible for creating and maintaining a website, creating a digital record of all artifacts and memorabilia, and presentation of these assets 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.

OTHER COMMITTEES

The President shall appoint temporary committees as needed.