

## **SCHS Committees – February 2010**

### **Board Committees**

#### Personnel Committee

Chaired by the Board President

1. Establish and monitor goals for Executive Director and Curator.
2. Review and recommend changes to job duties for Executive Director and Curator.
3. Meet with Executive Director to review Society operations.
4. Review and recommend changes to personnel policy.
5. Facilitate annual performance evaluation for staff.

#### Executive Committee

1. Review the concerns of other committees when requested.
2. Meet between board meetings if necessary to decide time critical issues.
3. Review the Bylaws annually and recommend any changes.

### **Standing Committees – (non-board members encouraged)**

#### Membership Committee

1. Maintain and update membership rosters.
2. Maintain memberships via renewal letter and other mailings.
3. Recruit new members and implement membership incentives.
4. Recommend new membership levels and programs.

#### Finance Committee

1. Provide oversight and recommendations on the financial matters of the Society.
2. Work with the Executive Director to develop and annual budget.
3. Oversee the filing of all tax returns and financial matters.
4. Review the Society's portfolio of investments on a regular basis.
5. Sign checks and reconcile bank statements and/or ensure proper oversight.
6. Perform annual financial review of the transactions included in the Society's financial statements, with results reported to the board by December 31 of each year.
7. Ensure that property and liability insurance are adequate to meet Society's needs and conduct insurance review annually.

#### Public Relations – Marketing Committee

1. Oversee production of the Society newsletter and other mailings.
2. Solicit, maintain and update newsletter ads.
3. Maintain and update the Society website.
4. Maintain media contacts and work on Society presence.
5. Oversee the production of new books and other media as required.
6. Review requests for support for outside publication projects.
7. Oversee contracts dealing with Society sponsored publications.

### Museum – Education – Events Committee

1. Provide oversight and direction in planning new and updating existing displays.
2. Provide oversight and direction in planning outreach programs for the public and schools.
3. Oversee and define parameters for archival and genealogical research.
4. Review collections policies including accessions, de-accessions and loan agreements.
5. Recommend new events, oversee events and evaluate events.
6. Oversee and implement volunteer appreciation events and recognition.

### Fundraising Committee

1. Research possible funding solutions for the Society including grants, with the assistance from the Executive Director and Curator.
2. Work with the Executive Director to maintain grant applications.
3. Oversee fundraising for the History Center.

### Archeological Sites Committee

The Sauk County Archeological Sites Committee of the Sauk County Historical Society is responsible for the management of the SCHS's archeological sites of Man Mound Park, Yellow Thunder Memorial, and Hulburt Creek Garden Beds.

The committee will report regularly to the SCHS Board of Directors on committee activities. As needed, establish sub-committees or work-groups to focus on specific properties or issues.

Gather and maintain a file of all known historical and archeological information about each archeological site. Document all activities at each site and include this information in property files.

Develop and maintain written master plans for the management of each property. These plans will include research on and about the properties, preservation/restoration of the properties, and educational/interpretive use of the properties.

Work with other local, state and national organizations which may have an interest in the archeological sites. Include these organizations and other interested individual in the committee's membership.

Coordinate with Ho-Chunk Nation, as well as other Native American groups, in developing plans for management of sites and on-going management.

Work with the Sauk County Parks Department on the management of Man Mound Park and Yellow Thunder Memorial under terms of their 2006 lease to these properties.

Invite the involvement of the Wisconsin Archeological Society and the General Federation of Women's Clubs – Wisconsin as co-purchasers of the Man Mound Park. Invite the involvement of William Pierce as donor of the Hulburt Creek Garden Beds.