

1.0 – General:

This document outlines the roles and goals of the Standing Committees of the Kennebec Historical Society (the Society). Such committees shall possess advisory powers only, unless power to act has been expressly provided by the Board of Directors. Each committee shall continuously review the need for policy changes in those matters assigned to it and shall make such recommendations to the Board of Directors as may appear necessary and appropriate. Annual review of policies shall take place in March and review and approval shall take place in April. Each standing committee shall consist of a chairperson and at least two other members. Each standing committee will have a member of the Board of Directors as a member or chairperson. Standing committees shall meet on a regular basis and shall publish notes of the meeting a copy of which shall be kept in the Society office and the original placed in the Archives. The committees shall annually set goals for the year in February and review these goals with the BOD.

Numbered paragraphs below represent the current bylaws statements on standing committees. The bulleted lists are specific duties that give detail to the bylaws statements.

2.0 - Specific Responsibilities:

2.1 Executive Committee.

- A. The Executive committee shall consist of the President, the Vice President, the Secretary, and the Treasurer of the Society and one additional Director elected by the Board of Directors. The Executive Director shall be a non-voting ex officio member of the Executive Committee.
- B. A quorum of this committee shall be a simple majority.
- C. The Executive Committee shall have and may exercise between the meetings of the Board of Directors all the authority of the Board of Directors, except that the Executive Committee shall have no authority as to those matters proscribed under the provision of applicable law.
- D. The Executive Committee shall review, at least annually, the performance and effectiveness of the Director, and shall recommend the compensation and benefits of the Executive Director.
- E. At each Board of Directors meeting, the Executive Committee shall report all its actions since the last Board meeting.

- F. Any reference in these Bylaws to the Board shall include the Executive Committee unless the context or express provision otherwise provides.
- The President of the Society is the Chairperson of this committee
 - The Executive Committee, working with the Executive Director, shall develop a job description for that position and shall review it annually in February making recommendations for change to the Board of Directors
 - The Executive Committee, meeting in executive session, shall review the performance of the Executive Director at least once each year
 - The President shall communicate the results of this review to the Executive Director
 - The annual review shall include setting definitive goals for the year
 - The annual review shall include appropriate salary adjustments
 - The Executive Committee shall make recommendations for the appointment of Standing Committee Chairperson
 - The Executive Committee shall review the financial performance of the Society versus budget each time it meets
 - Signed minutes shall be kept of the Executive Committee meeting. The minutes of the Executive Committee meeting shall be reviewed at the next meeting of the full Board of Directors

2.2 Finance Committee. A Finance Committee composed of the Treasurer and at least two other members of the Society shall be appointed by the President promptly after the annual meeting. It shall be the duty of this committee to prepare a tentative budget for the following fiscal year, to submit it to the Board of Directors at its November meeting, and to manage any endowment funds. The Finance Committee may submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Board of Directors.

- The Treasurer shall be the Chairperson of this committee
- In October of each year the Finance Committee shall solicit budget needs from all the Standing Committees and the Executive Director
- They shall then submit this budget for review in November by the Executive Committee and approval by the full BOD in December
- The committee shall develop and annually review an investment policy, a capitalization policy and a financial policy and procedures manual
- The committee shall develop a financial plan
- Changes to an approved annual budget may only be made by a majority vote of the full Board of Directors
- Using the results of the annual appeal and an estimate of membership dues and investment income, the Finance Committee shall set the financial goal of the Development Committee at the time of the annual budget is approved.

2.3 Program and Publicity Committee. A Program and Publicity Committee shall be appointed by the President promptly after the annual meeting, whose duty it shall be to plan the programs of the Society.

- The committee shall be responsible for oversight of preparing the Society's newsletter, public notices, posters, membership mailings, the Society website, and newspaper, radio, and television releases. To assure consistency, policies shall be developed and reviewed annually for these areas
- Public news releases can be prepared by this committee for release by the President, Vice-President or Executive Director. Only the President, Vice-President or Executive Director are the official spokespeople for the society; all others shall refer media questions about society policies and plans to them
- This committee shall appoint a newsletter editor and shall recommend a new person to fill that position if it becomes vacant
- The editor, committee chairs, and the Executive Director shall be authorized to prepare and distribute the newsletter
- The committee shall appoint a website administrator and shall recommend a new person to fill that position if it becomes vacant
- The Program Committee shall assure that programs meet all City and State Codes and the constraints of Society Insurance Policies

2.4 Membership Committee. The Membership Committee shall enlist new members, retain existing membership, and sponsor "membership events" to increase membership.

- The Membership Committee shall annually review the rate structure for membership and make change recommendations to the BOD when appropriate
- Working with the Board of Directors, the Membership Committee shall set goals for recruitment of new members consistent with the annual budget and shall appoint a committee to carry out their plan
- Working with the Executive Director, this committee shall provide support for the maintenance of the records in Membership Database. Support shall include, as a minimum, one person to enter data and one other to review data.
- This committee shall report to the Board of Directors, at least once quarterly, on the state of the membership program.

2.5 Collections Committee. The Collections Committee shall oversee the proper maintenance and care of the Society's collection and is responsible for accessioning items to and deaccessioning items from the collection.

- The Collections Committee shall be responsible for preparing a Collections Policy and adhering to its guidelines. They shall review the

- policy annually and make recommendations to the Board of Directors for approval
- The Collections Committee shall develop explicit procedures for the care of the collection and its database. These procedures shall be reviewed annually or upon the recommendation of the Archivist and/or Librarian
 - The Collections Committee shall be responsible for recruiting and training research assistants for the Society Research Room
 - The committee shall review all items acquired by the Society each month and decide whether to accept them for accession
 - The committee shall develop and annually review a Collections plan for the Society and shall make recommendations for change to the Board of Directors
 - Working with the Building and Grounds Committee, the Collections Committee shall develop a disaster recovery plan. This plan shall be reviewed annually
 - The Collections Committee is primarily responsible for oversight of an annual appeal for funds to support the operation of the Archive and Library. They may appoint a subcommittee to plan and carry out this process. The annual appeal shall be initiated in November
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2.6 Development Committee. The Development Committee shall be responsible for special fundraising events, grant applications, and raising additional revenue not covered by membership dues for the operation of the Society.

- The Development Committee is primarily responsible for oversight of an annual appeal for funds to support the operation of the Society. They may appoint a subcommittee to plan and carry out this process. The annual appeal shall be conducted in June
- The Development Committee is responsible for developing a plan for fundraising activities that meet the operating and special program expenses of the Society not covered by membership dues, investment income, and the annual appeal
- Working with the Executive Director, this committee shall develop a grant application plan that seeks to obtain appropriate funds to support special programs. e.g., exhibits, education programs, and community events, and other special needs of the Society. The Executive Director is authorized to manage this program.
- When appropriate, the Development Committee shall make recommendations for the formation of ad hoc subcommittees to address special fundraising needs, e.g., capital or endowments campaigns, and shall help the Board of Directors fill the committee
- To assure consistency, this committee shall consider and make recommendations for acknowledgement of all donors to the Society. They shall assure that all grants are appropriately recognized

2.7 Personnel Committee. The Personnel Committee shall recommend policies relating to the recruitment, compensation, benefits, and retention of Society employees, other than the Director, and all employee policies and programs.

- The Personnel Committee shall develop and annually review job descriptions for all paid positions, with the exception of the Executive Director, and volunteer positions in the Society
- The committee shall address ways to increase the availability of volunteers to fill needed roles
- Working with the Executive Director and other committees they shall recruit volunteers from inside and outside the Society
- To assure consistency, this committee shall consider and make recommendations for all recognition of volunteers, employees and community contributors

2.8 Buildings and Grounds Committee. The Buildings and Grounds Committee shall recommend policies for the maintenance, repair, and occupancy of the physical facilities and grounds of the Society and shall advise the Executive Director or Facilities Manager in the execution of these policies.

- A Building and Grounds policy document shall be developed by this committee and be reviewed annually and recommendations for change made to the Board Of Directors
- The document shall include policy that assures the safe use of the building and grounds by both visitors and staff
- The policy shall address preventative maintenance strategies
- The committee shall maintain a list of all repairs need for the property of the Society and shall assure that these repairs are made
- Working with the Collections Committee and the Executive Director, the Building and Grounds Committee shall develop a disaster recovery plan. This plan shall be reviewed annually

2.9 Advisory Committee. The Advisory Committee shall advise the Board of Directors in matters including but not limited to those requiring professional expertise; shall, in accordance with direction from the Board of Directors, promote the Society's interests to the public; and shall help the Board of Directors raise funds to support the Society.

3.0 Annual Review

This document shall be reviewed annually by the BOD.