

# JOB DESCRIPTIONS

For The Officers & Directors

of the

*Anderson Island Historical Society*

Job descriptions and responsibilities for the Directors of the Anderson Island Historical Society as defined in the current Society bylaws, were detailed and confirmed by the Full Board plus the Manager of the Museum store, during a special meeting held in January 2012. The job descriptions contained herein provide a broad picture of the individual responsibilities. The individual Directors are tasked with supplying additional definition as required to assure compliance with the bylaws and provide current support of the society goals.

# ARCHIVES AND EDUCATION DIRECTOR RESPONSIBILITIES

Attend monthly Board meetings.

Archive accession

Archive de-accession

Archive inventory maintenance

Display of all archives

Docent programs

Education Programs (including potluck programs but not potluck meals)

Lois Scholl Society and related activities

A&E budget and related expenses

Support grant applications

# MUSEUM GIFT SHOP MANAGER RESPONSIBILITIES

Attend monthly Board meetings

All AIHS Taxable sales

Reproduction services

Telephone Books

Promote island made inventory

Museum Store Profit & Loss

Report Museum Store Finances monthly to the Board

Coordinate Museum Store activities through the Operations Director

Train & schedule store volunteers

Maintain inventory and pricing

# PUBLIC INFORMATION DIRECTOR RESPONSIBILITIES

Attend Monthly Board Meetings

Publish Quarterly Newsletter

Coordinate all publicity for AIHS including but not limited to:

Flyers

Newspaper

Brochures

Reader Boards

Sandwich Boards

Bulletin Board

Website

Membership

AIHS Point of Contact with Public information services

PI Budget and related expenses

Support Grant Applications

# OPERATIONS & FACILITIES DIRECTOR RESPONSIBILITIES

Attend Monthly Board Meetings

Facility Update, Maintenance & Restoration

Capital Construction (except special projects)

Grounds Maintenance

Orchard Maintenance

Community Gardens Interface

Promote use of Farm Facilities

Support other Directors Facility needs

Operations & Facilities Budget and Related Expenses

Coordinate Museum Store

Support Grant Applications

# COMMUNITY SERVICES AND EVENTS DIRECTOR RESPONSIBILITIES

Attend Monthly Board Meetings

Coordinate & Evaluate All AIHS Events

Coordinate Non-AIHS Events at Farm

Potluck Dinners

Event Volunteer Acquisition

Community Services & Events Budget and Related Expenses

Coordinate Event Stockroom and Associated Inventory

Support Grant Applications

# BOARD SECRETARY RESPONSIBILITIES

Attend Monthly Board Meetings

Publish Board Agenda

Prepare Board Minutes

Provide and Maintain Board Correspondence

Maintain Board Records

Maintain Annual Task List

Maintain AIHS Calendar

Support Museum Gift Shop

Support Grant Applications

Supply Budget Information & Expense input related to the position

## VICE PRESIDENT RESPONSIBILITIES

Attend Monthly Board Meetings

Coordinate Legal Issues

Coordinate Insurance Policies

Prepare AIHS Budget

Prepare AIHS Policies

Alternate Delegate to other Anderson Island Organizations

Chair Board Meetings in Presidents absence

Support Grant Applications



# TREASURER RESPONSIBILITIES

Attend Monthly Board Meetings

Maintain Financial Records

Report Finances to Board Monthly

Receive & Disperse all Monies

Maintain Bank & Savings Accounts

Invest AIHS Funds

Track Income and Expenses by Director

Track income and Expense for all Events

Maintain Event Cash Boxes

Support Grant Applications

Coordinate all Tax Reports

Coordinate Incoming Mail

Signatory to Bank Accounts

# PRESIDENT RESPONSIBILITIES

Chair Monthly Board Meetings

Sign Contracts

Appoint Ad Hoc Committees

Coordinate all Director Activities

Administration Budget & Related expenses

Signatory to Bank Accounts

Conduct Annual All-Member Meeting

Assure all activities conform to the bylaws of AIHS

Support Grant Applications

## PAST PRESIDENT RESPONSIBILITIES

Attend Monthly Board Meetings

Provide Continuity & Followup

Provide Background & History

Chair Board Meetings in absence of President and Vice President

Coordinate Grant Applications