

Southwest Harbor Historical Society Committees and their Roles (Fall, 2020)

Following are the five Standing Committees as defined in the By-Laws. A Workshop of the Board was held on October 22, 2020, and the roles of each committee was described.

Finance Committee

1. Composed of a Chair who is a member of the Board of Directors, the Treasurer, and at least two other members (none related to another).
2. Manage financial assets and bank accounts
3. Prepare budget with the President
4. Ensure that all legal reporting requirements are met
5. Oversee financial recordkeeping to understand, and help the Board understand, the organization's financial health

Nomination Committee

1. Composed of not less than three members of the Society appointed by the President
2. Prepare a slate of nominees (directors and officers) to be presented at the Annual Meeting
3. Orients new Board members by relating duties, giving copy of Bylaws, touring building, etc.

Collections Committee

1. Composed of at least two members from the Board of Directors, a Chairperson, and at least two members of the Society.
2. Oversee the inventory and audit of the Collection
3. Oversee the procurement, donation, and de-accessioning, as approved by the Board, of all objects, photographs, papers, and other materials
4. Oversee the care, custody and preservation of the Collection
5. Develop a yearly budget to present to the Finance Committee
6. Oversee the creation and maintenance of displays and exhibits of the Collection, maintain the Digital Archives, and work with other committees and the public to make the Collection accessible
7. Review Collection Policy and submit to the Board any recommendations for revisions
8. Submit a report at each monthly Board meeting

Program/Events Committee

1. Plan and produce at least 4 programs per year, June – September, to include the Annual Meeting. Procure speakers and work with them to ensure quality presentation. Operate projection equipment. Make available to the public via recordings. Set up area for program and procure refreshments. Clean up.
2. Publicity for all Programs and Events. Post signage; notify newspaper; post on our website and in our newsletter, on our Facebook page, Chamber of Commerce webpage, etc.

Newsletter Committee

1. Produce at least two 8-page newsletters, May and November.
2. Oversee the collection of money for newsletter ads.
3. Gather articles and information from other Committees.

Other committees have been formed, as follows:

Building Committee

1. Composed of at least three Board members
2. Oversees maintenance and preservation of the Manset Union Meetinghouse and the grounds on which it is situated
3. Ensures that SWHHS is in compliance with all Federal, State, and local regulations regarding the building and grounds
4. Oversee a Building Maintenance Plan and develop a budget that will support it
5. Oversee projects approved by the Board that involve the building or grounds

Capital Campaign Committee

Steeple Restoration Committee