



Committee Descriptions

Development Committee:

This committee identifies and communicates specific purpose(s) for fundraising campaigns, establishes and communicates fundraising goals and targets, establishes fundraising vehicles and approaches, and coordinates all aspects of a fundraising campaign. They monitor progress and report detailed statistics on a monthly basis to the Governing Board.

Finance Committee:

This committee establishes budget development procedures, guidelines and templates, monitors and evaluates investments, regularly reviews financial statements, and arranges annual audits. They develop risk management plans, verify appropriate insurance coverage, and make recommendations to safeguard the organization's financial health. The Finance Committee ensures that the investment portfolio is diversified to produce a rate of return that meets or exceeds established targets and goals.

Library Committee:

This committee develops and implements a library policy and collecting plan, develops and implements emergency plans, and writes a library collections procedure manual. They record and maintain current records of collections using standard software application(s). They also oversee the assignment of routine tasks and special projects in the library and museum that require volunteer participation.

Maintenance and Capital Improvements Committee:

This committee maintains the Center's headquarters building and grounds, institutes maintenance, pest management, and security plans, and ensures that the facility meets local building and safety codes.

Marketing Committee:

This committee works in cooperation with other established committees to build relationships with local and regional media outlets (publications, radio, television, etc.) to advertise and market the events, offerings, and benefits of the Atlantic Heritage Center. This committee also develops and maintains the Center's marketing collateral such as brochures, print ads, posters, and press releases.

Membership Committee:

This committee keeps accurate and up-to-date records of individuals, memberships, and associated dues and donation payments using standard software application(s), develops campaigns to retain and increase membership, and recommends changes to membership types and fees to meet changing requirements. They report detailed monthly, year-to-date, and prior year comparative statistics to the Governing Board. During Board meetings, they will also provide a current status of dues payments for Governing Board members.

Museum Committee:

This committee develops and implements a collections policy and collecting plan, develops and implements emergency plans, and writes a museum collections procedure manual. They record and maintain current records of collections using standard software application(s).

Program Committee:

This committee evaluates quality programs for adults, families, school and youth groups, educators, and for the Center's volunteers. They recommend appropriate programs to the Board based on a standard planning and budgeting template. They coordinate the logistics for all approved programs and offer a lessons learned recap to the Board after each program.

Publications Committee:

This committee coordinates the writing, printing, and distribution of the quarterly newsletter and annual yearbook. They also recommend the publication and sales of internally-developed books and pamphlets and maintain inventory control of these items. Finally, they design, coordinate and maintain the content of the organization's website.

Real Estate Review / Expansion Committee:

This committee determines future facility expansion requirements, plans the expansion of the Center's headquarters to provide an accessible facility for programs, exhibits, and services with ample space to properly house its growing collections and provide parking for patrons. They also tour available real estate locations to determine feasibility and work with the Finance Committee to determine capital budgeting needs and develop financial plans for future expansion.

Risley Homestead Committee:

This committee maintains fiscal responsibility for the Risley Homestead, institutes maintenance and housekeeping plans, provides risk management through insurance coverage, emergency planning and training, pest management, and security systems and procedures. The Risley Homestead is a separate fiscal entity from the Atlantic Heritage Center.

Staff Review Committee:

This committee coordinates and tracks the completion of written job descriptions for Atlantic Heritage Center positions, outlines the appropriate chain of command for action items, and determines decisions-making and approval processes between staff, committees, and the Governing Board. They review all administrative and record-keeping processes and develop appropriate procedures for the organization. They also work with the Library and Volunteer committees to determine appropriate volunteer staffing levels for efficient operation of the Atlantic Heritage Center facility and effective customer service.

Volunteer Committee:

This committee establishes and oversees a recruitment program, develops and documents a Volunteer policy and procedures guide, provides regularly scheduled training through on-going communication and supervision, and establishes and maintains a recognition program.

Possible Future Committees:

Technology and Data Management Committee:

This committee coordinates procurement of electronic office equipment, computer hardware and software, third-party vendor contract management, networking and internet connectivity, and data storage and management procedures.

Merchandising Committee:

This committee recommends merchandise for sale at the Center, sets appropriate pricing, and maintains inventory records. They present merchandise recommendations for approval and report sales to the Governing Board on a quarterly basis.