

## **Sharon Historical Society Committees**

Compiled 7/30/22 by Hana Jenner

**The Building and Grounds Committee** assures proper maintenance of Society properties. It inspects the museum buildings and grounds, procures estimates for work needed and makes recommendations to the board regarding maintenance and preservation of the buildings and grounds and the best use of funds allocated for such purposes. This committee created budget for future upkeep of the building (we just talked about the back door and stairs etc).

**The Ways and Means committee** - is responsible for fundraising. It is in charge of the gift shop, money making events such as yard sales, markets etc.

**The Membership Committee** is responsible for the membership database. Gaining new members, involving existing members. This committee should actively participate in our events and convince people how great group we are, how amazing our mission is and that they definately want to be part of it ;O).

**Marketing - social media or communication committee** is responsible for promoting and marketing a positive image of SHS and its work to the general public, working with other committees to promote their special projects...this committee puts together 4 newsletters a year.

**Display committee** - this committee works on the layout of the museum and displays. Members of this committee should aim for improving the museum, adding and rotating displays etc.

**??? The Public Relations Committee** is responsible for marketing Society memorabilia and promotional merchandise, and promoting Society events and activities.

Technology Committee

Communication Committee

**The Publications Committee or Newsletter Committee** publishes the Society newsletter, pamphlets, books, website and other publications ???

**The Finance Committee** is responsible for reviewing and advising the board on society financial, fundraising and grant management.

**The Archival Committee** conducts all aspects of the Society's collection: collecting, storage, record keeping, preservation, deaccessioning. This committee manages the Sharon Historical Society collection in a manner that supports the programs of the

society and provides input into the development of exhibits that make our local history relevant and interesting.

**The Programming Committee** is in charge of organizing presentations for our quarterly meetings. This will include communication and setting up the speakers (taking care of the payment when applicable), setting up sitting area, taking care of technology (screen, projector, speakers? etc)...as well as snacks and drinks.

**The Activities and Event Committee** establishes, develops, implements, and evaluates all events and programs that the society offers and raises funds for.

**The Outreach and Education Committee** is responsible for outreach to Portsmouth schools, other community organizations and the community at large to educate the public about Portsmouth's history.

**The Docents Committee** is responsible for greeting museum guests and explaining our exhibits. Docents are the core of the Society and vital to our mission of educating the public about Sharon's history.

**Nominating Committee** is responsible for forming prospective nominee lists for election of prospective or re-election of present Board members and officers at ends of terms and when vacancies exist. They shall meet only as necessary.

**The Governance Committee (Bylaws and policies committee)** is charged with developing a set of standard operating procedures for Society functions. It will be dissolved when the set of operating procedures is complete.