

## VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

### Current Board Committees

	RD	GM	JS	DG	PO	MB	KA	LG	MN
<b>Finance</b>		X	C			X			
<b>Board Development</b>		C		X			X	X	
<b>Collections</b>	C	X			X			X	
Native Gallery	X		X		X			C	
Advocacy							C		
New Bldg (Inactive)									
Marketing (Fundraising & Membership)	X				X	C	X		X
Strategic Planning	X	C	X			X	X		
Policy Review		X	X			C		X	

**RD** = Richard Dunkin

**GM** = Gary Minish

**JS** = Jim Shirrell

**MB** = Martha Barberio

**KA** = Karen Allred

**LG** = Linda Guthrie

**DG** = Dan Gilson

**PO** = Pat Olson

**MN** = Margaret Nordstrom

**C** = Chair

**X** = On Committee

The Marketing Committee is responsible for overseeing the Museum's overall brand marketing and communications to: increase community engagement, memberships, donations and sales to improve financial sustainability and position the Museum to launch a successful capital campaign for Museum expansion. To accomplish this, its responsibilities are: to work with staff to update, plan and execute annual fundraising and development initiatives, to be responsible for involvement of all board members in fundraising, and to monitor fundraising efforts to be sure that ethical practices are in place, donors are acknowledged appropriately, and that fundraising efforts are cost-effective. The Chair and Committee will work with the Museum's Marketing & Communications Manager as directed by the Museum's Executive Director (ED) to promote the Museum at large, develop Corporate Membership and support staff at membership, marketing and fundraising events as appropriate.

**Commented [AD1]:** @April Vasher-Dean Please review for incorporation in place of Fundraising and Membership Committees

Standing Committees

Committee	Members	Description
Finance Committee		The role of the Finance Committee is to provide financial oversight of the Valdez Museum & Historical Archive Association, Inc. Tasks include budgeting and financial planning; monitoring adherence to the budget; financial reporting; and the creation and monitoring of internal controls and accountability policies.
Collections Committee	4 at large members (non-Board) Historical Collection Alaska Native Culture Archives Art Collection	The Collections Committee exists in accordance with the Valdez Museum & Historical Archive's Lease Management Agreement with the City of Valdez as the stewards of the City's historical collections. The Collections Committee's role is to review and make recommendations to the VMHA Board of Directors regarding collection acquisitions, de-accessions, and collections policy revisions. The Collections Committee will meet at least four times a year.
Board Development Committee		1. Develop Board Job Descriptions and Committee Job Descriptions that clearly state the role and expectations of the Directors  2. Plan and implement an orientation program, including official briefings, printed materials, and individual mentorship to make new Director's part of the Board culture.

		<p>3. Conduct an Annual Review of the Board Manual to ensure that the supplemental materials are up to date.</p> <p>4. Review the talents and interests of current and new Directors and recommend to the Board <b>President</b>, committee assignments most appropriate for their involvement.</p> <p>5. Recommend to the Board policies about expectations for Directors; reaching out to those whose commitment does not match expectations.</p> <p>6. Encourage participation in special occasions which bond Directors to each other and to the organization.</p>
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Ad-Hoc Committees

Committee	Members	Description
<b>Building Committee (Inactive)</b>		The Building Committee shall, as requested by the Board of Directors, the President, the membership, or on its own initiative, lead and guide the process of expanding the museum facilities of the Valdez Museum & Historical Archive Association, Inc. so that we can effectively accomplish our mission, which is to preserve, present and interpret the heritage and culture of Valdez, the Copper River Basin and Prince William sound, Alaska. The Building Committee has been authorized by and is accountable to the VMHA Board of Director to coordinate all issues as it relates to the expansion of the facilities of the Valdez Museum.
<b>Fundraising Committee</b>	Supported by all Board & Staff.	<p>Working in tandem with Finance and Advocacy, the Fundraising Committee's job is not simply to raise money. Instead, the Fundraising Committee is responsible for overseeing the organization's overall fundraising, and particularly the fundraising done by the board. To accomplish this, its responsibilities are: To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.</p> <p>To work with fundraising staff in their efforts to raise money</p>

		<p>To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.</p> <p>To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.</p>
<b>Membership Committee</b>		<p><b>To maintain, promote and grow Valdez Museum &amp; Historical Archive memberships, based on an annual plan. Actions to achieve this include:</b></p> <p>Set a membership target for the year. The Chair and Committee will work with the Executive Director (ED) on the annual recruitment drive and on targeted markets and events, such as the Corporate Membership drive and the monthly program. Work with the ED to develop or maintain membership recruitment</p>
<b>Strategic Planning Committee</b>	Supported by all Board & staff	
<b>Native Gallery Committee</b>	<p>2 At-Large Members (non-Board)</p> <p>Alutiiq Culture</p> <p>Ahtna Culture</p>	<p>1. The role of the Native Gallery Committee is to: determine priorities for Native Gallery improvements, to organize and arrange for Native culture-related programming, to review exhibit content for appropriateness and cultural sensitivity, and to express needs and desires for future Gallery improvements and programming.</p> <p>2. The Native Gallery Committee will organize and implement fundraising for improvements and activities within the Native Gallery.</p> <p>3. The Native Gallery Committee will meet at least three times a year. Native Gallery Committee activities will be incorporated into the monthly report to the Board of Directors.</p>