

MORAVIAN HISTORICAL SOCIETY

COMMITTEE CHARTERS

The Moravian Historical Society museum and historic site preserves, interprets, and celebrates the rich culture of the Moravians.

Committee Charters are designed to facilitate the work of Moravian Historical Society (MHS) to fulfill its mission.

Board of Directors (BOD)

- Robert's Rules of Order shall govern the Board proceedings of MHS except in such cases as are governed by the bylaws and constitution.
- A simple majority of the BOD shall constitute a quorum.
- Extraordinary BOD meetings will normally be called with one week notice, but may be called anytime in case of an emergency.

Executive Committee

The officers of the BOD shall constitute the Executive Committee. This committee meets quarterly to review the agenda and action items prior to the board meetings or as needed. It acts with the full authority of the Board between meetings. The executive committee monitors the performance of the Executive Director, conducts his or her annual performance review, and makes recommendations to the Board regarding the Executive Director's performance goals for the subsequent year. The Executive Committee shall obtain and evaluate relevant compensation information and make a recommendation to the Board regarding the Executive Director's compensation (including all benefits). The committee serves the Executive Director as a source of ready advice on operating and personnel matters.

Committees

The BOD has charged each committee with the responsibility to abide by the mission of MHS and increase MHS's efficiency and effectiveness through advisory, working, and strategic capacities. The Board of Directors may, from time to time, constitute and appoint such committees as it shall consider appropriate and shall, in such event, establish by resolution, the purpose and duties of all such committees. The Board of Directors shall likewise have the authority to abolish any such committee, which it shall constitute and appoint.

Committee Structure

Each committee shall have a staff representative, a chair, a board representative, and secretary.

Chairs

Each committee chair is designated to promote and advance the mission of the Moravian Historical Society (MHS). They are encouraged to support the Board of Directors, staff, and volunteers of MHS to achieve this goal. Chairs can be designated by the BOD or by the committee. Chairs serve at the pleasure of the BOD.

Specifically, each committee chair shall:

- Understand and follow the MHS Bylaws and Constitution
- Be a MHS member in good standing
- Respond to staff, Executive Committee, and Board of Directors when requested
- Serve as a resource of support for the staff of MHS

- Agree to communicate through the designated staff/Board member channels
- Not benefit from chair position personally or professionally
- Not share internal MHS communication with staff, volunteers, or the public without authorization from the Board President
- Disclose any potential conflicts of interest
- Provide committee members with a list of their responsibilities, procedures, and policies
- Keep committee minutes and records for succeeding chairs

Committee Members

- Committee members do not have to be MHS members, but are encouraged to be.
- Committee members serve at the pleasure of the BOD.

Committee membership selection

Committee members can be identified and nominated by the MHS staff, a committee member, or through the Governance Committee's nominating process. The committee charters and committee membership shall be forwarded to the Governance Committee for approval. The Governance Committee will present a slate of committee members once per year to the Board of Directors.

Authority

- The committee shall serve in a supportive role to the BOD and staff of MHS.
- Committees may not enter into contract on behalf of MHS.
- Action items must be agreed upon at committee level and reported by the committee to the BOD through the board liaison's report.
- Each committee reviews and makes recommendations on long-range planning and resources pertaining to their assigned areas. They consult with the staff regarding committee budget line items within the overall MHS budget.

Terms of office

Each member shall serve for a one-year term and may serve unlimited terms.

Meeting schedule and agenda

Committees should meet quarterly or as often as needed but must meet at least once a year. Committee agendas will be created by committee chairs in consultation with the staff. Staff will ensure chairs are informed on matters pertaining to the committee.

Reporting

The committee may select a member to serve as a secretary or the chair can be responsible for recording the minutes of the meeting. Committee minutes are approved by the committee and accepted by the BOD and shall be kept on file as part of official Board documents in the administrative offices of MHS. Committee reports shall be submitted to the liaison two weeks prior to regular meetings of the BOD.

Committee Descriptions

Curatorial

The Curatorial Committee is charged to assist the Board of Directors and staff with the preservation and maintenance of the MHS collection following the Collection Management Policy and to assist with the development of and continued maintenance of exhibitions.

The Curatorial Committee shall, as part of its duties, monitor and review the implementation of the Collections Management Policy, make quarterly review of the accessions, accession procedures, collection care practices, and use of the collections; make at least a semi-annual review of deaccessions and deaccession procedures; and discharge all duties specified by the Collections Management Policy. The Curatorial Committee also provides assistance with exhibition research and development, installation of new exhibitions, and deinstallation.

Reports and recommendations based upon the Committee review shall be made quarterly and at least annually to the Board of Directors.

The Committee shall have a board representative to serve as the communicator between the committee and the Board of Directors. A Committee Chair will be selected by the committee and will be responsible for calling committee meetings and for overseeing the work of the Committee in cooperation with the curatorial staff. An elected secretary will record and deliver minutes of the Curatorial Committee to others.

Development

The Development Committee is responsible for overseeing the organization's overall fundraising. The committee will review, recommend, and monitor specific fundraising targets identified during strategic planning including membership, special events, programs, grant writing, and sponsorship. The goal of the committee is to ensure strategic fundraising to support the mission of MHS. To accomplish this, its responsibilities are:

- To work with the Executive Director and the Board of Directors to set annual fundraising goals for MHS.
- To work with the MHS staff and Board to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, membership drives, fundraising campaigns, and grants.
- To be responsible for involving all board members in fundraising.
- To identify specific, potential sources of funds from a diverse mix of sources.
- To take the lead in certain types of outreach efforts, such as chairing an event committee or hosting fundraising events, etc.
- To help identify and cultivate community supporters.
- 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.

The Committee shall have a board representative to serve as the communicator between the committee and the Board of Directors. A Committee Chair will be selected by the committee and will be responsible for calling committee meetings and for overseeing the work of the Committee in cooperation with the staff. An elected secretary will record and deliver minutes of the Development Committee to others.

Governance

The Governance Committee shall ensure that the Committee Charter document does not contradict the Bylaws and Constitution. The Governance Committee meets as needed to identify and invite individuals to serve on the board or its committees. The Governance Committee shall submit a list of nominations at the BOD meeting prior

to the Annual Meeting. The Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. The Committee will report its activities to the Board on a regular basis and will keep minutes of its meetings. The committee is charged with the following responsibilities:

- The committee shall review periodically the Board's composition and identify, recruit, and recommend candidates for Board membership.
- The committee will review periodically and make recommendations to the Board regarding the size, structure, charters, processes, and practices of the Board and Board committees.
- Recommend to the Board nominees for appointment to each committee, and for the chair of each committee if not already specified by committee charter.
- Review periodically and make recommendations to the Board regarding the selection of, and succession process for, the President of the Board and other officers.
- Oversee orientation, education, and self assessment programs for directors.
- Review periodically MHS's bylaws and constitution, conflicts of interest policy, record retention policy, and other governance policies and practices, and make recommendations to the Board as appropriate.

Governance Committee members must be elected members of the Board of Directors. A Committee Chair will be selected by the committee and will be responsible for calling committee meetings and for overseeing the work of the Committee. An elected secretary will record and deliver minutes of the Committee to others.

Finance

This committee is charged with assisting with preparing the annual budget, overseeing the organization's investments and holdings, and overseeing the performance of the organization in meeting its budgeted revenues and expenses. The committee meets quarterly to review and vet the financial statements prior to the quarterly board meeting. This committee shall support the work of the Treasurer upon request.

The Committee shall have a board representative to serve as the communicator between the committee and the Board of Directors. A Committee Chair will be selected by the committee and will be responsible for calling committee meetings and for overseeing the work of the Committee in cooperation with the Executive Director and the Financial Manager. An elected secretary will record and deliver minutes of the Finance Committee to others.

Publications: This committee is charged to assist the BOD and staff with all publications of MHS. This committee selects the public presentation for the Annual Lecture and appoints representatives to the editorial board of the *Journal of Moravian History*. This committee shall support the work of the Secretary upon request.

The Committee shall have a board representative to serve as the communicator between the committee and the Board of Directors. A Committee Chair will be selected by the committee and will be responsible for calling committee meetings and for overseeing the work of the Committee in cooperation with the Executive Director. An elected secretary will record and deliver minutes of the Committee to others.

Approved by BOD: Date