

FISCAL COMMITTEE:

Chaired by the Treasurer

- Monitors and improves the overall economic viability and financial health of the Society.
- Reviews budgets, initially prepared by staff, and presents them to the board.
- Recommends and reviews any audits or annual reviews.
- Suggests ways and means of increasing the revenues and reviews the spending of the organization; reports to the board any financial irregularities, concerns, or opportunities. Recommends to the board any financial guidelines or opportunities.
- Leads the organization's Giving and Fundraising by finding and nurturing donors, assisting staff with fundraising events and special events, helping establish and nurture business sponsorships, establishing an annual fundraising calendar, and assisting with any other giving campaigns. Is responsible for the involvement of all members in fundraising and giving to the organization.
- Leads the management of the museum membership; is responsible for the recruitment and retention of members; executes the annual membership meeting, and recommends any changes to the membership fee and benefit structure.
- Works with the executive committee to determine the annual grant plan for the year.

EDUCATION & OUTREACH COMMITTEE

- Responsible for identifying ways to share the GHS mission with all citizens of the Greenbrier Valley and beyond with a special emphasis on education of all ages.
- Provides advice and assistance in the development and delivering of educational programs.
- Responsible for working with staff to establish the annual calendar of Society educational and outreach activities.
- Responsible for engaging the broader community with the Society mission and expanding the reach of the Society to underserved audiences.

COLLECTIONS COMMITTEE:

- Oversees the maintenance of the object collection of the museum (Archives oversees document collections: See specific Collections policy & Archival policy for clarification) as it pertains to the acquisition, documentation, maintenance, and care of the collection of the Society. Its goal is to preserve the collection for research, education, and exhibition.
- Approve the annual exhibit plan, and advise and assist the staff as needed.
- Approve policies and procedures for the growth, preservation, management, and use of the collection.
- A majority of the committee shall agree upon the selection of an object before it is formally accepted into the museum's care and keeping.
- Evaluate and determine the deaccession of collection items as presented by Staff.
- Approve loan requests for items to be exhibited at other museums or cultural institutions.

BUILDING AND GROUNDS COMMITTEE:

- Is responsible for the maintenance and improvement of all properties owned by the Society. This includes, but is not limited to, routine maintenance, long-term improvements, changes to meet new needs or building requirements, or development of properties made possible by available funding.
- Organizes future need and use planning for Society properties.
- Executes a routine maintenance plan and establishes an annual maintenance budget for each property owned by the Society that will be submitted to the Fiscal Committee for review.

ARCHIVES COMMITTEE

- Oversees the maintenance of the Archival document collections of the museum (Collections Committee oversees object collections: See specific Collections policy & Archival policy for clarification) as it pertains to the acquisition, documentation, maintenance, and care of the archival collections of the Society. Its goal is to preserve collections for research, education, and exhibition.
- Approves policies and procedures for the growth, preservation, management, and use of the archival collections.
- A majority of the committee shall agree upon the selection of an archival item before it is formally accepted into the museum's care and keeping.
- Evaluates and determines the deaccession of archival or library items as presented by Staff.
- Approves loan requests for items to be exhibited or copies displayed at other museums or cultural institutions.
- Establishes and revises the fee schedule for research performed at the Society and copies of materials.
- Educates members on family and genealogical research.
- Develops ways to make the Society's archival collections more accessible to the public.