

ALHFAM PROCEDURAL GUIDELINES BOARD MEMBER AND COMMITTEE DEFINITIONS

1. OFFICERS

The Officers collectively form the Executive Committee, which is empowered to make decisions as needed on behalf of the full Board and the organization. They are the President, Vice President, Secretary/Treasurer and Past President.

A. PRESIDENT

- Assumes the office at the end of the annual business meeting held in the odd numbered year and serves two years
- Must be an individual member of ALHFAM
- As principal executive officer shall in general supervise and control all ALHFAM business and affairs
- Presides at all Board and membership meetings, including the annual business meeting, and sets the agenda for these meetings
- Appoints committees usually between the annual meeting and the fall board meeting
- Co-signs legal documents
- Assigns tasks and coordinates projects with other Board members
- Receives and responds to internal and external correspondence; initiates relevant correspondence
- Is strongly encouraged to attend at least one meeting in each of ALHFAM's regions during the Presidential term. A travel stipend for this purpose is included in each year's budget
- Regions should defer regional meeting registration fees for the President
- Is strongly encouraged to travel to an international meeting if it occurs during his/her term (e.g., the Association of International Museums of Agriculture (AIMA), European Open Air Museums Conference)
- Attends the annual meeting of the American Alliance of Museums (AAM) and serves on and submits a report to its Council of Affiliates; a travel stipend for this purpose is included in the annual budget
- Writes a letter of appreciation to each of the three (3) retiring Board members
- Performs other duties as prescribed by the Board
- Submits files of presidential correspondence and committee reports to the ALHFAM archives upon completion of term.
- Receives the Presidential gavel at the Annual Business Meeting and passes it on to the next President

B. VICE PRESIDENT

- Is nominated from a list of present or former Board members by the nominating committee and is elected for a two-year term by a written ballot of the membership
- Must be an individual member of ALHFAM
- Assumes the office of Vice President at the end of the Annual Business Meeting in the odd numbered year

- Assumes the office of President after serving the two-year term of Vice President
- Performs the duties of the President in his/her absence
- Chairs the Committee On Regional Networking (CORN) and solicits reports from the Regional Representatives twice a year and presents the reports to the Board for review
- Sets the agenda for the CORN Committee meeting at the Annual Meeting
- Chairs the Nominating Committee and is responsible for notifying the candidates of the election results so that the newly elected Board members can plan to attend the Board meeting preceding the Annual Meeting
- Attends the Annual Meeting of the American Association of State and Local History (AASLH) as well as the European Open Air Museum Association biennial meeting; a travel stipend for this purpose is included in the annual budget
- Performs other leadership duties and serves on other committees as assigned by the President or Board

C. SECRETARY/TREASURER

- Is nominated by the Nominating Committee in even numbered years and elected by written ballot by the membership and serves a two-year term and may serve successive terms
- Must be an individual member of ALHFAM
- Is responsible for all funds and securities of ALHFAM
- Receives all ALHFAM income and issues receipts when necessary
- Makes bank deposits
- Provides the Board with detailed written quarterly financial reports
- Provides an annual financial report to the membership at the annual business meeting which is published in the Bulletin
- Keeps minutes at all Board meetings and the annual membership meeting
- Provides copies of the minutes to Board members and submits the approved minutes for posting on the ALHFAM website
- Maintains custody of appropriate corporate records
- Upon Board approval, contracts annually with an independent CPA to conduct a financial review of the organization
- Upon Board approval, contracts annually with an independent CPA to file the 1090 IRS form
- Maintains official membership list based on receipts of dues
- Works with the Vice President (as Chair of the Nominating Committee) to prepare the ballots for the election of Board members and officers and mails the ballots to members in a timely fashion
- Receives ballots and arranges for an independent tally of ballots
- Maintains records of elections and submits results to Vice President who in turn notifies the candidates of the results
- Serves on the Finance Committee and other committees as appointed by the President or Board

- Submits an annual report and reviews report with the Audit Committee once a year
- Annually forwards business files containing minutes, reports, financial reports, and correspondence to the ALHFAM archives
- Maintains and updates regional membership lists and forwards information to the Regional Representatives on the Membership Committee
- Prepares and updates a master “backup” data file
- Prepares and updates a more detailed task list/job description of his/her duties

D. PAST PRESIDENT

- Remains on the Board for two additional years following his/her Presidency to provide organizational experience, perspective and continuity
- Must be an individual member of ALHFAM
- Chairs the Archives and Memorabilia Committee
- Performs duties as assigned by the President or Board
- Delivers the Past President’s address at the Presidential Banquet at the Annual Meeting the year after relinquishing the office of President

2. BOARD MEMBERS

- There are nine (9) Board members, serving staggered three (3) year terms
- Board members must be individual members of ALHFAM (as opposed to being included as part of an institutional membership)
- Prospective Board members are selected by the Nominating Committee and are elected by the membership by written ballot
- Newly elected Board members are strongly encouraged to attend the Board meeting held at the annual meeting, but are not entitled to vote until the Annual Business Meeting
- Each Board member is expected contribute to the on-going work of the Board and organization and to serve on two or more committees; committee assignments are made by the President
- Board members are strongly encouraged to attend “their” Region’s conferences, to represent the Board and to update attendees regarding the Board’s activities
- If a Board member is serving as Chair of a Committee, he/she is expected to submit a report to the Board
- Members who miss two consecutive or three total Board meetings may be removed from the Board by determination of the Executive Committee
- The Board may appoint replacements for Board members

3. ADMINISTRATIVE COMMITTEES

A. COMMITTEE ON REGIONAL NETWORKING (CORN)

- Is chaired by the Vice President
- Facilitates and coordinates communication and activities among the ALHFAM regions
- Meets at the annual meeting
- Consists of the Regional Representatives and Regional Membership chairs
- The regions are identified (as of 2013)
 - New England (ME,VT,NH,MA,CT, & RI)
 - Middle Atlantic (NJ,NY,PA,DE,MD, & DC)
 - Southeast (VA,WV,TN,SC,NC,GA,KY,AL,MS,AR,FL,LA, PR & USVI)
 - Midwest (OH,MI,IN,IL,IA,MO,WI, & MN)
 - Mountain Plains (KS,OK,TX,NE,NM,CO,UT,SD,ND,WY,MT, & ID)
 - Western (AZ,CA,NV,OR,WA,AK, HI&GUAM)
 - Atlantic Canada (NS,NF,NB, & PEI)
 - Central Canada (ON,PQ)
 - Western Canada (AB,BC,MB,SK, & YT)
- New regions or changes in regional delineation may be recognized by the ALHFAM Board through submission of a written request to the Chair of the Committee on Regional Networking for Board for discussion and approval
- The Committee may facilitate the election or selection of the Regional Representatives
- Each region is entitled to a stipend of \$250 annually for regional business as needed; funds must be requested through the Committee Chair; these funds may be used for postage and production of regional newsletters or programming for regional meetings, but may not be used for travel expenses.
- Regions are encouraged to organize and promote their interests through meetings, workshops and seminars, conferences, newsletters, publications or any communication or networking within the framework of ALHFAM's mission and bylaws.
- Regions must maintain bank accounts with the ALHFAM treasurer as a co-signer as required by ALHFAM's Bylaws and government reporting obligations. This is also useful to gain account access in the event of a sudden change in regional leadership
- Regional affairs are to be conducted with the understanding that the national organization (ALHFAM) and the Board are liable for the actions of the regions

Duties and Responsibilities of the (CORN) Committee Chair

- The Vice President serves as Committee Chair
- Schedules a meeting of all Regional Representatives at the Annual Meeting and sets the agenda
- Oversees and helps coordinate efforts of Regional Representatives

- Initiates communication with all Regional Representatives on a regular basis throughout the year
- Approves funding requests for regional stipends and makes these requests known to the Treasurer
- Prepares and delivers reports of regional activities and concerns to the Board, and is able to supply regional information to the President and Secretary/treasurer when necessary
- Maintains files of regional activities and newsletters and transfers these files to his/her successor

Duties and Responsibilities of Regional Representatives

- Oversees and coordinates regional communications and activities including Regional meetings
- Is familiar with and shares information from the ALHFAM Conference Guide to members involved in planning Regional meetings and conferences.
- Reports on their Regional activities to Committee Chair twice a year for inclusion in Chair's report to the Board
- Provides an end-of-year financial statement to the Secretary/Treasurer
- Appoints a representative from the Region to ALHFAM's Membership Committee.
- Joins with the Regional Membership Chair in welcoming new members to the region with a letter or phone call; lists of new members are given to the Regional Representative by the Secretary/Treasurer
- Keeps detailed records of activity of the region; maintains financial records, canceled checks and minutes of official meetings
- Upon the change in regional leadership, all files are to be transferred to the new Regional Representative; in the event of a delay in this process, all files are to be sent to the Chairman of the Committee on Regional Networking (the Vice President)
- Should plan to attend the Annual Meeting or send a representative to the meeting of the Committee of Regional Networking (CORN)
- Regions are encouraged to use their funds to supply fellowships for members to attend annual and regional meetings. The Regional Representative should solicit perspective fellowship winners. The award of fellowships has to be coordinated with the Fellowship Committee and the Secretary/Treasurer
- Is responsible for the content of the region's page on the ALHFAM website
- Is an individual member of ALHFAM (as opposed to being included as part of an institutional membership)

B. NOMINATING COMMITTEE

- Is chaired by the Vice President
- Is comprised of a past president and three members elected from the membership; elected members serve staggered three year terms

- Is responsible for identifying ALFHAM members whose abilities distinguish them for potential service to ALHFAM through service on the Board and the Nominating Committee
- Each year selects a slate of four (4) to six (6) nominees to fill three (3) vacant positions on the Board and submits this slate to the Board at the fall Board meeting; the Chair of the Nominating solicits profile information about each nominee and submits that information to the Secretary/Treasurer for the preparation of the ballots
- Every other year, the Nominating Committee selects a slate for the position of Vice President and submits its recommendation to the Board at the fall Board meeting in the even numbered year
- Every year, the Nominating Committee selects a slate from the membership for the open position on the Nominating Committee and submits its recommendation to the Board at the fall Board meeting
- The Nominating Committee selects a slate for the election of Secretary/Treasurer every 2 years and submits its recommendations to the Board at the fall Board meeting
- The Nominating Chair announces the winners of the election via the website and the Bulletin as soon as the ballots are counted and validated
- Copies of the ballot should be submitted to the ALHFAM archives
- The Nominating Committee retains a list of potential Board members

C. SKILLS TRAINING COMMITTEE

- Is comprised of a Chair and a minimum of three other Board members, appointed by the President
- Is charged with ensuring the provision of unique, relevant and quality skill training opportunities for ALHFAM members through both existing means (Annual and regional conferences, workshops) as well as exploring other hands-on and virtual opportunities
- Develops and implements tools for assessing training needs, and evaluating training provided
- Works with other committees, Publications Manager and Webmaster to ensure that training opportunities for ALHFAM members are promoted, and made as accessible as possible
- Pursues initiatives to identify, share and match training resources with identified needs
- Coordinates means of determining and updating data related to members skills training needs
- Meets at the annual meeting

D. FUTURE SITES/CONFERENCE SUPPORT COMMITTEE

- Is charged with finding appropriate annual meeting locations with the intent to have meeting locations secured at least three years in advance

- Is comprised of three Board members (typically a 3rd, 2nd and 1st year member) and the Past President as an Ex Officio member.
- Explores possible annual meeting sites keeping in mind regional variation, resources, and people available to serve as chair, program and local arrangements
- Receives solicited and unsolicited invitations from potential hosting institutions
- Chair presents possible site invitations at fall meeting for discussion
- Chair presents final report with written invitation from host site at the annual meeting for approval by the membership at the Annual Business Meeting
- Chair notifies all institutions submitting invitations of the acceptance or rejection of their invitations
- The committee needs to take into consideration the rotation of the annual meeting, from region to region
- Keeps and reviews the ALHFAM Conference Planning Guide, making sure that it is up to date

E. COMMUNICATIONS COMMITTEE

- Is comprised of a minimum of a Chair, the Communications Coordinator, and three additional Board members appointed by the President
- Oversees and ensures the professional quality of our means of communication to members and the public
- Evaluates and provides recommendations to the Board concerning the effectiveness and needed changes to existing communication tools (e.g., *Bulletin*, *Proceedings*, website, eUpdate, and social media)
- Works closely with and acts as the liaison between the Board and those involved in producing ALHFAM's publications and other communication tools
- Meets during the annual meeting

Duties and Responsibilities of Communications Coordinator

- Following the Board's direction and policies, the Communications Coordinator coordinates the production of all ALFHAM publications and other communications tools, including the *Bulletin*, *Proceedings*, website, eUpdate, and social media
- The Communications Coordinator is appointed by the President and serves a two-year renewable term.
- Makes hiring recommendations and supervises the *Bulletin* editor and Web Master
- Monitors and assists with the ALHFAM-L, ALHFAM's Facebook page, and other channels of ALHFAM communication

- Advises and makes arrangements for the *Proceedings* of the Annual Meeting
- Ensures that ALHFAM's publications (both printed and electronic) represent the intended purposes of ALHFAM and meet the established content and format expectations
- Makes recommendations for improvements and assists with the development of content standards and other policies and guidelines to ensure appropriate levels of consistency, and that ALHFAM's publications are perceived as professional and valuable.
- Contributes to planning related to ALHFAM's Communications tools and strategies and is included in these decision-making processes
- Submits reports to the Board for its fall and spring meetings and as requested by the President
- Prepares and keeps an updated a more detailed job description of his/her duties

Duties and Responsibilities of Webmaster

- Following the Board's direction and policies, the Webmaster coordinates the design, monitors usage, and maintains ALHFAM's website
- The Webmaster is appointed by the President and serves a two-year renewable term.
- Provides input regarding the role and relation of the website to ALHFAM's other communication tools
- Ensures that ALHFAM's website represent the intended purposes of ALHFAM and meet the established content and format expectations
- Makes recommendations for improvements and assists with the development of policies and guidelines to ensure that ALHFAM's website is perceived as professional and valuable, promote usage, and improve its functionality and effectiveness
- Contributes to planning related to ALHFAM's communications tools and strategies
- Submits reports to the Board for its fall and spring meetings and as requested by the President
- Prepares and keeps an updated a more detailed job description of his/her duties

F. MEMBERSHIP COMMITTEE

- The Chair and other Board members are appointed by the President
- Each Region is to identify a regional membership coordinator to serve on the committee
- The Secretary/Treasurer is a member of this committee
- Develops and maintains a strategic membership recruitment program, prioritizing and targeting opportunities for growth
- Supports opportunities for membership recruitment at regional meetings

- Explores opportunities to attract new members by being visible within, developing partnerships (e.g., reciprocal programs) with, and initiating other promotional and membership growth related initiatives with other associations with like missions

G. FELLOWSHIP COMMITTEE

- Members include three Board members appointed by the President (typically a 3rd, 2nd and 1st year board member). Once appointed to this committee members remain for the entire tenure of Board service
- Chair is usually the 3rd year Board member
- Administers a selective program that provides financial support (a fellowship) for registration fees for the Annual Meeting to members
- Solicits and retains information from the regions concerning the availability of regional funds for fellowships
- Informs potential recipients that they need to submit a proposal for a session at the Annual Meeting or submit a paper, suitable for publication in the *Bulletin*, with a minimum of 500 words
- Maintains a record of winning fellowship awards and communicates needed information to the Secretary/Treasurer
- Submits names of fellowship recipients that have written articles for the *Bulletin* to the editor of the *Bulletin*, the Publications Manager and the Chair of the Communications Committee
- Notifies the winning recipients in time for them to register for the Annual Meeting; also notifies those who did not receive the award
- Does follow-up on papers and session proposals
- Includes a subcommittee that solicits and chooses a nomination for the Schlebecker Award* which may or may not be awarded annually
 - i. Is appointed by the President and is comprised of two Board members and a recent recipient of the Schlebecker Award.
 - ii. Is responsible for posting information and criteria for the Schlebecker Award in Regional newsletters, the Bulletin and on the Website
 - iii. Receives and reviews nominations and makes recommendations to the Board for their approval
 - iv. May establish, with Board approval, other awards
 - v. Makes sure that an article in the *Bulletin* features the recipients of any awards given

*The Schlebecker Award was established in 1988 to honor Dr. John T. Schlebecker, renowned agricultural historian and a driving force behind the establishment of ALHFAM. This lifetime award is intended to recognize individuals within the organization who have made outstanding contributions to the growth and development of ALHFAM. The award is not necessarily given each year. It is not to be presented to a sitting Board member. The award is presented during the annual meeting, usually at the Presidential Banquet. The recipient must be notified in a timely manner to allow him/her to make arrangements to attend the Annual Meeting. The award may be presented by the President or a person who nominated the recipient.

H. FINANCE COMMITTEE

- Is comprised of the President, Vice President, Secretary/Treasurer and two additional Board members appointed by the President
- Prepares the annual budget with the Secretary/Treasurer and presents the annual budget to the Board for their approval at the Fall Meeting
- Reviews investment strategies
- Solicits competitive bids for any insurance coverage required (e.g., Directors & Officers insurance) and makes recommendations to the Board as to which coverage to purchase

I. AUDIT COMMITTEE

- Is chaired by a Board member appointed by the President
- Includes one or two additional members, usually non Board members, appointed by the President
- Reviews the annual financial records, investment accounts and bank records with the Secretary/Treasurer and submits report to the Board once a year

J. ARCHIVES AND MEMORABILIA COMMITTEE

- Is chaired by the Past President
- Maintains contact with the archive repository at Old Sturbridge Village (2013)
- Collects and stores shirts, hats, incidentals and totes from Annual and Regional Meeting
- Submits a report at the Annual Business Meeting

K. AUCTION COMMITTEE

- Consists of the Secretary/Treasurer and volunteers
- Works with the Conference Committee to plan and organize the annual auction held during the annual conference
- Is responsible for the collection and accounting of auction proceeds
- Submits a report at the annual business meeting
- Follows the guidelines included in the ALHFAM Conference Guide

PROFESSIONAL INTEREST (COMMITTEES) Groups (PIG)

- Are initiated through membership interest
- Are established with the approval of the Board
- Submit reports to the President before each Board Meeting
- Hold meetings at the Annual Meeting
- Are encouraged to organize sessions and workshops at the annual meeting
- Are encouraged to solicit articles for the *Bulletin*
- Are responsible for the content of the group's page on the ALHFAM
- Each Professional Interest Group is eligible for a \$250 annual stipend to conduct its business

AD HOC COMMITTEES

Are “temporary” committees with a designated term of existence and are established by the Board or the President with Board approval

- Includes conference planning committees. Conference committees are strongly encouraged to follow the ALHFAM Conference Guide
- Submit reports to the Board
- Maintain minutes of records of their meetings