



## 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

- After serving two-years as vice 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
- Communicates ALHFAM business, as relevant, to ALHFAM members via regular means (i.e., president's page in *Bulletin*; E-update)
- Appoints committees during or as soon after the annual meeting as possible (to facilitate ALHFAM business before 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, see section 3.A.2)
- 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
- Must be an individual member of ALHFAM
- Assumes the office of vice president at the end of the annual business meeting held in the odd numbered year 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 they can 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
- Communicates with ALHFAM members, as relevant, via regular means (i.e., ALHFAM blog)

## C. SECRETARY

- Is nominated by the nominating committee and elected by the membership
- Serves a two-year term beginning at the annual business meeting in even numbered years and may serve successive terms
- Must be an individual member of ALHFAM
- Records minutes at all board meetings and the annual membership meetings
- 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
- Works with the vice president (as chair of the nominating committee) to prepare the ballots for the election of board members and officers and sends the ballots to members in a timely fashion
- Maintains lists of all individuals who have served as officers, board members, fellowship recipients, and regional representatives.
- 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
- Responds to email requests and membership questions

- Serves on the communications committee and other committees as appointed by the president or board
- Manages process for making changes to the bylaws of the organization
- Annually forwards business files containing minutes, reports, and correspondence to the ALHFAM archives
- Prepares and updates a master “backup” data file
- Prepares and updates a more detailed task list/job description of his/her duties

#### D. TREASURER

- Is nominated by the nominating committee and elected by the membership
- Serves a two-year term beginning at the annual business meeting in even numbered years and may serve successive terms
- Must be an individual member of ALHFAM based in the United States
- Is responsible for all funds and securities of ALHFAM
- Maintains checking account, savings account and monitors investment accounts.
- Receives all ALHFAM income and issues receipts when necessary
- Makes bank deposits
- Is comfortable with computer systems and able to gain proficiency quickly with QuickBooks, Wild Apricot (database management system) and PayPal
- Provides the board with detailed written quarterly financial reports
- Provides an annual financial report to the membership at annual business meeting which is published in the Bulletin
- 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 990 IRS form
- Maintains official membership list based on receipt of dues
- Responds to email requests and membership questions.
- 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
- Processes fellowship awards registration payments directly to the annual conference and travel/lodging subvention to fellowship recipients.
- Annually forwards business files containing financial reports to the ALHFAM archives
- Prepares and updates a master “backup” data file
- Prepares and updates a more detailed task list/job description of his/her duties
- Coordinates fiscal management of ALHFAM region funds.

## **E. 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 (review archival policies; ensures the maintenance of ALHFAM archival files at Old Sturbridge Village and 3-D objects in private hands)
- Liaison with ALHFAM Skills and Knowledge (ASK team) (because it is a digital archive).
- Coordinates activities of the presidents of our past committee, and maintains communication with past presidents.
- Performs other 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
- 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 to 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
- The regions are identified as:
  - 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 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.
- Funds raised through workshops, seminars, and conferences are returned to the ALHFAM treasury. The organizing group may recommend to the board that all or part of them should be dedicated to a specific purpose, such as support for conference fellowships.
- Each region should designate an official representative (regional membership liaison) to welcome new members in the region and maintain regular communication with all members in the region
- Regional affairs are to be conducted with the understanding that the international organization (ALHFAM) and the board are liable for the actions of the regions

#### A.1.Duties and Responsibilities of the 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 can supply regional information to the president, secretary, and treasurer when necessary
- Keeps and reviews the ALHFAM Regional Conference Planning Guide and ensures it is up-to-date and available to regional conference planners

- Maintains files of regional activities and newsletters and transfers these files to his/her successor

#### A.2. Duties and Responsibilities of Regional Representatives

- Maintains an individual membership in ALHFAM (as opposed to being included as part of an institutional membership)
- Oversees and coordinates regional communications and activities including Regional meetings
- Invites the ALHFAM president to participate in a regional conference at least once during the president's term, and defers or covers the president's basic registration for the conference
- Is familiar with the ALHFAM Regional Conference Planning Guide and shares it with members involved in planning regional meetings and conferences (available on ALHFAM.org)
- Is familiar with ALHFAM Branding Guidelines (available on ALHFAM.org) and shares it with members involved in planning regional meetings and conferences (available on ALHFAM.org)
- Reports on regional activities to committee chair twice a year for inclusion in chair's report to the board
- Advises ALHFAM's membership committee on regional membership issues.
- Welcomes new members to the region with a letter or phone call and maintains contact throughout the year and/or delegates this task to a regional membership coordinator
- Contacts lapsed members to encourage renewal
- Keeps detailed records of activity of the region; maintains financial records and minutes of official meetings
- Transfers all files to the new regional representative when regional leadership changes. In the event of a delay in this process, all files are to be sent to the CORN chair (ALHFAM vice president)
- Attends the annual CORN meeting or sends a representative
- Solicits prospective fellowship winners to regional and/or annual meetings.
- Manages content on the region's page of the ALHFAM website
- The ALHFAM board is financially responsible for all ALHFAM funds, including those raised by regional or PIG conferences and workshops and attendant auctions. With executive committee approval the treasurer may advance "seed money" at the request of a region or PIG organizing a conference. Said funds and any additional funds thus generated will be returned to the ALHFAM treasury, along with a detailed report of monies spent and received.

#### B. NOMINATING COMMITTEE

- Is chaired by the vice president

- The nominating committee is comprised of a past president and three members elected from the membership; elected members serve staggered three-year terms
- The nominating committee is responsible for identifying ALHFAM members whose abilities distinguish them for potential service to ALHFAM on the board and/or 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
- 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
- Every year, the nominating committee selects a slate of two (2) to three (3) nominees to fill 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 and treasurer every 2 years and submits its recommendations to the board at the fall board meeting
- The chair of the nominating committee solicits profile information about each nominee and submits that information to the secretary for ballot preparation
- The nominating chair announces the winners of the election via the website, the Bulletin, and email as soon as the ballots are counted and validated and all candidates have been notified.
- The nominating committee submits copies of the ballot to the ALHFAM archives
- The nominating committee retains a list of potential board members and officers and those who have already been asked to serve but have declined an ongoing list of potential board members

#### C. SKILLS TRAINING & PRESERVATION COMMITTEE

- Is comprised of two co-chairs, appointed by the president. One co-chair must be a board member
- Committee members serve at the request of the co-chairs and one committee member must be a board member
- One committee member must have significant experience in archival preservation (preferably including digital assets)
- Is charged with ensuring the provision of unique, relevant, and quality skills training opportunities for ALHFAM members through existing means (annual and regional conferences, workshops) as well as exploring other hands-on and virtual opportunities
- Is charged with documenting historic skills in a format that can be shared widely through electronic means and ensuring the long-term access and preservation of these resources
- Develops and implements tools and plans for identifying, implementing, evaluation, and overseeing training and documentation initiatives

- Develops a yearly plan with benchmarks and a budget for committee initiatives for board review and approval
- Works with the board to solicit and identify funding sources for committee initiatives
- Works with other committees, communications manager, and webmaster to ensure that training opportunities for ALHFAM members are adequately promoted and accessible
- Meets at the annual meeting (minimally)

#### D. FUTURE SITES/CONFERENCE SUPPORT COMMITTEE

- Is charged with finding appropriate annual meeting locations with the intent of having meeting locations secured at least three years in advance
- Is comprised of three board members (typically a 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> 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 and on program and local arrangements committees
- Receives solicited and unsolicited invitations from potential hosting institutions
- Chair presents possible site invitations at fall board 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
- 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 the committee chair (board member assigned), the communications manager, and three additional board members appointed by the president
- Oversees and ensures the professional quality of our communication to members and the public
- Evaluates and provides recommendations to the board concerning the effectiveness and needed changes to existing communications (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 communications
- Meets during the annual meeting

##### E.1. Duties and Responsibilities of Communications Manager

- Following the board's direction and policies, the communications manager coordinates the production of all ALHFAM communications, including the *Bulletin*, *Proceedings*, website, eUpdate, and social media



- The communications manager is appointed by the president and serves a two-year renewable term.
- Makes hiring recommendations and supervises the *Bulletin* editor and webmaster
- Monitors and assists with the ALHFAM-L, ALHFAM forums, 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 communications 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 professionalism so that ALHFAM's communications remain valuable
- Contributes to planning related to ALHFAM communications 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 and more detailed job description of his/her duties

#### E.2. Duties and Responsibilities of Webmaster

- The webmaster is a one-year contracted position who reports to the executive committee and is approved by the board.
- Following the board's direction and policies, the webmaster maintains ALHFAM's website and coordinates its design and monitors its usage
- The webmaster provides input regarding the role and relation of the website to ALHFAM's other communication tools
- The webmaster ensures that ALHFAM's website represents the intended purposes of ALHFAM and meets the established content and format expectations
- The webmaster 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, promotes usage, and improves its functionality and effectiveness
- The webmaster contributes to planning related to ALHFAM's communications tools and strategies
- The webmaster submits reports to the board for its fall and spring meetings and as requested by the president
- The webmaster prepares and keeps an updated and more detailed job description of his/her duties

#### F. MEMBERSHIP COMMITTEE

- The chair and other board members are appointed by the president
- Each region should identify a regional membership coordinator to serve on the committee

- The secretary is a member of this committee
- Chair/Committee monitors membership and contacts the secretary about duplicate membership and other inconsistencies in the membership database
- 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 developing partnerships (e.g., reciprocal programs) and initiating promotional and membership growth related initiatives with other associations

#### F.1. ALHFAM Membership Categories:

- Voting: Each membership is entitled to a single vote. Additional associated members do not have voting privileges, but are entitled to all other benefits of membership.
  - Basic
  - Student/Retired
  - Joint (two associated memberships)
  - Supporting
  - Patron (three associated memberships)
  - Library
  - Small Institution (up to six associated memberships)
  - Large Institution (up to 26 associated memberships)
  - Business Level I
  - Business Level II (up to two associated memberships)
  - Business Level III (up to four associated memberships)

#### G. FELLOWSHIP COMMITTEE

- Members include three board members appointed by the president (typically a 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> year board member). Once appointed to this committee members remain for the entire tenure of board service
- Chair is usually the 3<sup>rd</sup> year board member
- Administers a program that provides financial support (a fellowship) for registration fees for the annual meeting to individual members (as of the deadline for submitting the application and through the conference). Fellowship philosophy: recipients must be individual members, but to fulfill the goal of professional development and training, the recipient can be new to the field but convey their commitment to learning more about living history through annual conference participation (session proposal; submission of presentation or publication into Proceedings and/or Bulletin).
- Solicits and retains information from the regions concerning the availability of regional funds for fellowships (works with vice president as CORN chair to ensure communication with regional representative, and to secure commitments from regions for full fellowships).
- Communicates availability of fellowships via ALHFAM.org; links to that page in all annual conference promotions and e-updates; and other social media.

- Future Sites board liaison communicates fellowship information to conference coordinator no later than fall
- Distributes announcements of Fellowships and deadlines for applications to other professional organizations and to directors of graduate programs.
- Solicits potential fellowship funding from outside sources no later than fall board meeting
- Awards a full “Memorial Fund Fellowship” supported by the ALHFAM Memorial Fellowship Fund
- Informs potential recipients, in the fellowship application, that they can 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, Communications Manager and Bulletin editor.
- Notifies the winning recipients in time for them to register for the annual meeting (and in cooperation with the ALHFAM Treasurer, provides a “coupon” for electronic registration); also notifies those who did not receive the award
- A full fellowship covers registration (approximately \$400) plus subvention for housing (approximately \$300): total expected \$700.
  
- Includes a subcommittee that solicits and chooses a nomination for the Schlebecker Award\* which may or may not be awarded annually
  - Is appointed by the president and is comprised of two board members and a recent recipient of the Schlebecker Award.
  - Is responsible for conveying information and criteria for the Schlebecker Award to regional representatives, the Bulletin editor and the webmaster
  - Receives and reviews nominations and makes recommendations to the board for their approval
  - Makes sure that an article in the *Bulletin* and brief biographies on the website 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 plan to attend the annual meeting. The award may be presented by the president, a person who nominated the recipient, or a past Schlebecker Award winner.

#### H. FINANCE COMMITTEE

- Is comprised of the president, vice president, treasurer and two additional board members appointed by the president
- Prepares the annual budget with the 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 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 meetings
- Reviews the ALHFAM Archives Policies and Procedures in consultation with selected members of the Communications Committee (webmaster, Bulletin editor, Communications Manager).
- Works with the ASK (ALHFAM Skills and Knowledge) Database team
- Submits a report at the annual business meeting

#### K. PRESIDENTS OF OUR PAST COMMITTEE

- Membership consists of ALHFAM's past presidents
- The immediate past president coordinates communication among the members of the committee.
- The members provide feedback/advice as consulted by ALHFAM officers.

#### L. AUCTION COMMITTEE

- Consists of the treasurer, a chair that is a member in good standing and is appointed by the president, 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

#### M. COOP

- Current ALHFAM president is the chair
- Members include a past president and individuals appointed by the chair
- A members of the committee attends Museums Advocacy Day to represent ALHFAM and the living history/agricultural museum field (ALHFAM covers the cost through donation to Advocacy Day organizer, AAM, and reimbursement for travel costs when requested)

- Selects international fellow to the annual conference based on a personal or members recommendation. International fellows are approved by the board.
- Seeks opportunities to enhance ALHFAM's visibility in the field through active participation and cultivation of partnerships with aligned museum associations, and encouragement of ALHFAM representation at aligned museum association meetings and conferences

#### N. ASK (ALHFAM Skills and Knowledge Database)

- ASK is a digital archive and searchable database of ALHFAM publications, communications, and resources
- Access is an exclusive member benefit
- With the past president as the liaison, ASK is currently coordinated by Pete Watson and staff at the Howell Living History Farm in New Jersey
- Funded by annual ALHFAM appropriation (scanning, contract to maintain database of digitized items, uploading into server)
- ALHFAM maintains media liability insurance to cover potential liabilities this resource may incur

#### 4. PROFESSIONAL INTEREST GROUPS (PIG)

- Are initiated through ALHFAM member interest
- Are established and maintained 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 encouraged to record skill clips relevant to their PIG expertise
- Are responsible for the PIG content in ALHFAM's website and communications
- Each Professional Interest Group is eligible for a \$250 annual stipend to conduct its business
- PIGs should define in writing and post on their page on the ALHFAM website their leadership positions (including contact information) and how often their leadership changes and by what method (the ALHFAM board suggests PIGs elect new leaders every two years, for up to three consecutive terms, by a simple majority of PIG members at the yearly meeting during the ALHFAM annual meeting/conference)

#### 5. 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