

Museum Shop Board

The Museum Shop Board is responsible for recruitment, training, continuing education, scheduling and management of all volunteers who work in all the shops at the Heard Museum. All members of the Shop Board are members in good standing of both the Heard Museum and the Heard Museum Guild.

The Museum Shop Committee **Chair** shall:

Have served at least one full year on the Shop Board before assuming the position of chair.

Work closely with the Museum Shop Manager to develop, update and implement the policies and procedures governing all volunteer activities in the shops.

Conduct monthly meetings of the Shop Board from September through May, inclusive.

In conjunction with the members of the Shop Board, arrange continuing education events, including workshops, for all shop volunteers. These events may be open to all members of the guild at the discretion of the Chair. As part of this responsibility, the Chair will make all room arrangements with the Museum Events Coordinator.

The term of office for the Chair is one year, renewable annually.

The Chair will work closely with the Guild Coordinator of Museum Services, who represents the Shop to the Guild Board of Directors.

The Chair writes and submits to the Guild monthly newsletter (Artifacts) an article entitled SHOP NOTES in which issues of interest to the Guild membership are

addressed, including the schedule for upcoming events and needs for extra volunteers.

The Chair, with consultation of senior shop staff, selects the replacement of members of the Shop Board, when a term in office expires or when a member resigns before the expiration of his/her position. Likewise, the Chair, with input from senior shop staff, selects the incoming Shop Chair.

The Chair secures and organizes volunteers for special occasions that necessitate the opening of the Shop, such as for member sale nights and new museum exhibit openings.

By April 30th of each year, the Chair is responsible to present to the Board of the Directors of the Heard Museum Guild a report (with three copies) on volunteer activities and the names of those all those who were trained during the year and/or volunteered their time to any of the Museum's shops. The format for this report will follow the Official Guidelines for Writing Reports found in the Chairman's Handbook. These reports will be distributed to the next Shop Chair, the Museum Services Coordinator, and the in-coming Guild President. The Chair is responsible for maintaining the volunteer hours records of the year, to be reported to shop management at the end of April each year.

The Chair is responsible for acknowledgement by thank you note or other means, his/her appreciation for the work done by the volunteers.

The Chair, with input from the members of the Board and senior shop staff, selects the outstanding shop volunteer of the year.

The **Board** consists of a minimum of six volunteer shop workers provide staffing at the Shop, the Museum Services Coordinator (representing the Guild Board of

Directors), and representatives of the shops management staff. Other members of the Guild may serve on the Board in specialized rolls, such as hospitality coordinator, training coordinator, and record keeping coordinator at the discretion of the Chair.

One member of the Board acts as secretary and takes notes at each meeting.

The term of office for the members of the Shop Board who provide staffing at Heard Central is two consecutive years. Any member appointed to fill an incomplete term shall be considered as having served a complete term. Each year, at least three new members will be added to the committee as four rotate off at the completion of their terms.

Members of the Shop Board are responsible for serving as Staffer of the Month at the Central Shop up to two times during the year. The Staffer is responsible for finding substitute workers for those regularly scheduled for his/her assigned month, and for the month following his/her assignment.

The members of the Shop Board are responsible for providing hospitality to at least one Guild general meeting and all shop workshops. Such responsibilities entail providing refreshments as appropriate before the start of the meeting and cleaning up after the meeting.