**Guide for Subcommittees**

*Committees help to break down all the daily tasks of your organization into smaller teams with specific goals and purposes. Committees are a great way to add value to your members, volunteers and your organization.*

***Article XII, Section 12.1 of the DMHEF By-laws:*** identifies three Primary Committees: Administration, Operations, and Finance.

**Part 1 Guidelines**

1. The Primary Committees: Administration, Operations, and Finance have the responsibility and will communicate and coordinate suggestions, plans and initiatives to the Executive Committee and the Board of Directors.
2. The Executive Committee will assign a Chair to each of the three Primary Committees. Primary Committee Chairs must be a Board Director.
3. Subcommittees are organized for a specific purpose and assigned to each Primary Committee. The purpose is to assist with exchange of ideas, promote proper discussion on issues, make recommendations, and propose solutions.
4. Subcommittees may be added, modified or deleted based on requirements at the recommendation by the Executive Committee. This Guide describes the responsibilities of each Subcommittee and provides suggestions for management of the Subcommittee to enhance effectiveness. Volunteers may be on several Subcommittee, if so desired.
5. Subcommittee Lead. Each Subcommittee will have a Lead, either selected by the Subcommittee members or appointed by the Executive Committee. The ideal candidate should be willing to actively participant in the Museum growth, development and operations with special interest in the Subcommittee to which they are assigned. Subcommittee Leads will brief the Primary Committee Chair, as needed. ***They must brief the Primary Committee Chair prior to each Board Meeting.*** Regular coordination with other Subcommittees and/or the Executive Committee is necessary to ensure effective collaboration of issues having mutual interest.

**Part 2 Administration Committee**

**The Administration Committee:** *oversees, and coordinates Strategic Planning, Facilities, Nominating, and Office Management responsibilities.*

 *Administration Subcommittees*

 *Strategic Planning:* Monitors the performance of long-range plans approved by the Executive Committee and, the Board. Recommends updates and makes revisions, as necessary, to ensure initiatives support and promote strategic goals. The Strategic Planning Subcommittee works closely with the Executive Committee. the Collections and Exhibits, and Facility Subcommittees.

 *Facilities:* Monitors and responds (within capability) the upkeep, maintenance, safety, security, cleanliness and orderliness of the Museum. Assist the Collections and Exhibitions Subcommittee with construction and placement of displays. Works with the Executive Committee and Strategic Planning Committee to help review current and future facility needs and plan for space utilization.

 *Nominating:* The Nominating Committee shall be assigned by the Chair and approved by the Executive Committee and the Board. The Sub- committee will consist of at least three Board Directors. The Board Chair and Executive Director will be ex officio members. The Nominating Committee shall be responsible for monitoring the tenure of Board Directors. When Board vacancies occur or are imminent, the Subcommittee will solicit nominations from the Board Director’s. The Subcommittee will review, and recommend candidates to the Primary Committee Chair. The Operations Committee Chair will, in turn, present candidates for election and appointment to the Board of Directors. The Nominating Subcommittee will strive to include candidates who have interest and credentials to support the Foundation Preamble. Consideration will be given to specialization, technical skills, diversity, fundraising ability, and other desired qualities that Directors may bring to the Board.

**Part 3 Operations Committee**

 **The Operations Committe**e: *oversees and coordinates: Collections and Exhibits, Development & Membership, Education and Events, Marketing & Social Networking.*

 *Operations Subcommittees*

 *Collections and Exhibitions:* Assists the Museum Curator, Executive Committee and staff with planning and implementation of exhibitions, acquisition and de-accession of artifacts and research materials. Works closely with the Curator with planning and exhibition design and evaluation. Solicits feedback from the public. Coordinates and collaborates with the Marketing and Social Networking Subcommittee for announcements of Museum new presentations and offerings.

 *Development and Membership:* Shall support the Executive Committee in fund raising to include collection of dues, grant applications, endowments, donations, and revenue producing events. A focus is broadening the network of supporters and to recruit new members, and retain current members. A critical strategy is to help identify the needs and perceptions of prospective partners. The Subcommittee will work collaboratively with the Executive Director to identify potential connections to make and introduce prospects to enhance opportunities for fundraising.

 *Education and Events:* Assist with planning and implementation of education programs to include the Duncan Memorial Lecture Series, outreach and collaboration with other museums, veteran service organizations, academic institutions, and civic associations. Plans and oversees special educational events. Works closely with the Collections and Exhibits, Development & Membership, Marketing, Social Networking, and Ad Hoc (Working Group) Committees, as necessary. Coordinate the Museum tour guide (Docent) program by providing customer service, and promote customer engagement. Provides feedback of the guest experience to the Operations Committee Chair and the Executive Committee.

 *Marketing and Social Networking:* Assist the Executive Committee with developing, implementing, and evaluating the Museum’s marketing and promotional efforts. Included will be the development of social media platforms to include, but not limited to, Foundation/Museum web site, Facebook, and/or other social media. Assistance with the design of brochures, advertisements, posters, and signs will be the responsibility of this Subcommittee. The Subcommittee, in coordination with the Primary Committee Chair and Executive Committee, will prepare and arrange for press releases and announcements about events and activities to help promote the Museum. Social media developers and managers will coordinate with the Subcommittee to ensure continuity of content. Social media persons may or may not be members of the Subcommittee.

**Part 4 Finance Committee**

 *Finance Committee:* Shall consist of the Financial Officer, Treasurer, and at least two other Directors appointed by the Board Chair. These Directors shall be trained in the responsibilities and duties of the Financial Officer and the Treasurer. The Board Chair and Executive Director shall serve as ex officio members. The Finance Committee will review, oversee fund management, investments, fiscal policies, and financial reports. The annual budget and significant changes to the budget will be reviewed by the Committee and submitted to the Executive Committee and Board for approval. The Committee will arrange for an annual audit of financial records to include, but not limited to, statements, records, and internal controls established to assure reliability of financial management.

 *Subcommittees:* Will be assigned, as needed, at the request of the Finance Committee Chair and/or the Executive Committee.

 Ad hoc (Working Group) Committee to the Finance Committee may be appointed by the Chair, or Executive Committee to address a specific issue(s), or assigned initiatives. Ad Hoc Committees are temporary.

**Part 5 Policies and Procedures for all Committees**

*Policies and procedures for effective management of Subcommittees.*

1. When a committee is considering or planning running a specific project or event, setting goals and comparing results to goals is imperative. It is important to assess overall committee success. When we talk about committee success, we assess how well the committee on a whole is operating.

*The following steps will help insure the effectiveness of a committee:*

1. Choose a Subcommittee Lead. The ideal candidate should be willing to actively participant in the Museum growth, development and operations with special interest in the Subcommittee to which they are assigned. The Lead will help select members, arrange for discussion of issues, and report suggestions and recommendations to the Primary Committee Chair, and Executive Committee.
2. The number of Subcommittee members will vary according to the availability and willingness of volunteers. However, a minimum of three to a maximum of seven is recommended.
3. When meeting, have a specific goal or purpose in mind. Open discussion and collaboration with other Subcommittees, the Primary Committee Chair, and the appropriate Executive Committee member(s) is encouraged. Subcommittees should strive for consensus. The Executive Director should be notified of all scheduled meetings so they can attend.
4. Subcommittees may meet to discuss issues as frequently as they feel is necessary in order to effectively address the issues under their purview. Meetings can be held in person or virtually, or a hybrid when most conducive to members schedules. Meetings may be formal or informal.
5. The Primary Committee Chair will be appraised of suggestions and recommendations with a formal written or verbal report as requested, or as deemed necessary by their primary committee lead. A report to their committee lead is required before every Board meeting.
6. Open and honest dialog among all participants, to include Subcommittee members, Primary Committee Chairs, the Executive Committee, and facility management is essential to insure maximum opportunity for success.

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