



Central Wisconsin Children's Museum Committee Roles and Responsibilities

Executive Committee Responsibilities

President

- Collect, organize and submit agenda for Board meetings (two working days in advance)
- Assists in the writing of the Annual report
- Meet with staff on an established schedule
- Assists in recruitment/orientation of new Board members and volunteers
- Monitor strategic plan – communicate closely with the planning committee
- Serve as chair on hiring committee for all staff
- Act as community liaison

Vice President

- Act on behalf of the President in his/her absence at meetings, events, etc.
- Assists in the writing of the Annual report
- Serve as Exhibit/Education Chair

Secretary

- Record proceedings of all Board meetings
- Distribute minutes to all Board members
- Keep physical record of minutes in binder for reference
- Assists in the writing of the Annual report

Treasurer

- Serve as finance committee Chair
- Assists in the writing of Annual report
- Provide monthly financial reports
- Arrange for yearly audit
- Provide support for committees to submit annual work plans & budgets

Past President

- Act in advisory capacity for the Board of Directors
- Act as Chair at Board meetings in the absence of the President or Vice President



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Standing Committees (Generally meet once a month)

Education and Exhibits Committee Description

- Assist Executive Director in preparing annual work plan and budget and present it to the Board of Directors
- Oversee and assist in developing new exhibits and programs
- Oversee and assist in reviewing and evaluating current museum exhibits and programming in relation to mission statement
- Assist in strengthening ties to schools and the child care community
- Committee members are responsible for examining resources and information (distributed by staff) related to children's museums, early childhood development, and exhibit development
- Work closely with the Museum's Education Coordinator
- Expansion Project: Assist in developing a Master Education Plan (exhibits and programs) for a new larger Museum space

Fundraising Committee Description

The Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the board. Its goal is to develop a stable funding base for operating costs and programming expenses as the Museum grows by increasing donations (cash and in-kind) to the Museum. Committee members generally serve on one or more special event committees each year and assist with the annual campaign.

- Assist Executive Director in developing an annual fundraising plan and budget and present it to the Board.
- Focus on the areas of **annual giving, special events**, and other special fundraising projects.
(Major events Include: Family Sweetheart Dance, Kids Walk Wisconsin, Healthy Halloween Hoedown)
- Responsible for involvement of all board members in fundraising, such as having board members sign annual campaign letters or make connections to possible funding sources.
- Monitor all fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost effective.

Administrative Committee Description

Personnel

- Draft and/or revise personnel policies for board approval
- Review job descriptions and salary structure
- Annually review the Executive Director and oversee evaluations of other staff

Finance

- Assist with and review budgets prepared by staff
- Recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- Oversee short and long-term investments

Board Development

- Prepare priorities for board recruitment
- Meet with prospective board members and recommend candidates to the board
- Conduct orientation sessions for new board members.
- Ensure that all board members are finding ways to contribute their talents to CWCM
- Draft or review board policies and procedures (board member handbook, annual schedule, statement of responsibilities, committee structure and operation, etc)
- Coordinate recognition of board members especially outgoing board members



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Ad Hoc Committees

(a committee that is formed as needed and disbanded after it completes its goals.)

Steering Committee

Act as advisory group to CWCM Board of Directors by directing CWCM through the Readiness, Feasibility and Organization Stages for an expansion and capital campaign.

CWCM Committee Chairperson Responsibilities

(All Committees)

The chair is responsible for guiding a committee through its work for one year. Your role as the chair is to organize the work and see that it gets done - not to do it all. However, if the chairperson does not act, neither does the committee!

1. Work with the Executive Director and outgoing Chair to develop an annual work plan and any revisions to the committee's role in the organization.
2. Keep track of current committee members and their contact information with assistance from staff. Help to recruit committee members as necessary.
3. Monthly Meetings
 - a. Coordinate with committee members to determine a standing monthly meeting time.
 - b. Plan an agenda for meetings (with assistance from staff if necessary) and send it to members by email at least two days prior to the meeting. Adequate preparation and planning is the key to a productive meeting. Have clear goals for each meeting and set the agenda to address those goals.
 - c. Ask your committee members to let you know if they'll be attending the meeting.
 - d. Lead the committee meeting and help the group stay on track according to the agenda. Encourage open communication among members and participation by all. Make sure someone takes minutes – this can be a rotating task.
 - e. Be sure everyone has an assignment before the end of the meeting.
 - f. Assure that that the meeting ends within an hour or that everyone agrees to stay a little longer.
 - g. As soon as possible after each meeting, make sure the minutes (including assignments and due dates) are typed and sent to the committee and CWCM board president.