

GHS STANDING RULES

2015 Revised

RULE I – ADOPTION OF RULES

Rules may be adopted at any meeting of the Board of Directors by a majority vote of members present and require no notice to adopt them. At any Board meeting they may be suspended by a majority vote, or they may be amended or rescinded by a majority vote.

RULE II – MEMBERSHIP

1. Membership dues are payable on or before July 1.
2. Non-payment of dues shall automatically terminate the membership of any Regular or Student-member of the Society after September 30.
3. Annual statement for dues shall be announced in the Newsletter by the Membership Chair in May.
4. The classes of membership are:

Honorary Membership No Charge
Regular Membership \$15.00 (recurring)
Family Membership \$25.00 (recurring)
Student Membership \$5.00 (recurring) (students under the age of 25 years)
Individual Life Member \$150.00
Corporate Membership \$100.00 (recurring)
Contributor Membership \$500.00
Patron Membership \$1,000.00
Benefactor Membership \$2,500.00

New members, joining after January 1, 2016, requiring postal/mailed GHS “newsletters” will be charged \$10 yearly.

RULE III – OFFICERS AND CHAIRS

A notebook will be provided to the President by the Parliamentarian which contains the latest Society Bylaws, Standing Rules, and descriptions of the responsibilities of the Officers, Directors, and Committee Chairs. After approval of the contents by the President, the Corresponding Secretary shall see that the contents are duplicated and assembled in like notebooks and provided to each of the intended recipients. These notebooks will be used by the recipient to accumulate such documents that pertain to their particular activities during the year. The intent is to make it easier to write the required year-end report, and to assist the following holders of these respective management positions. All notebooks shall remain the property of the GHS.

Officers, Chairs, and Curators will give the President a written Annual Report at least two weeks before the June Board meeting stating the year's activities and possible plans for the coming year. At the meeting they will present a short verbal synopsis of their Report for Board approval. Prior to June 1 each year each Officer, Committee Chair, and Curator shall present a budget request for the operation of their activities for the coming year to the Treasurer.

RULE IV – DUTIES of OFFICERS

1. The Vice President of Administrative Services will select and obtain an appropriate gift for the outgoing President and present it at the annual meeting in July. New Officers and Directors shall be installed by a suitable elected government official. These arrangements will be made by the Vice President of Administrative Services in a timely manner. Additional nominations, with the nominee's consent, maybe made at the March meeting.

2. The Secretary will be prepared to read, on call, the record of the former meetings and shall keep intact all minutes and other records pertaining to the Society. In addition he/she shall maintain a master calendar of the meeting dates for Committees, Board, and General Membership, as well as for other special events in which the Society is involved.

The Secretary will make copies of all official correspondence for the files as necessary. The President may delegate the Secretary to ensure that all required documents are submitted to the President promptly, and shall duplicate such documents for distribution to appropriate persons.

3. The Treasurer shall disburse funds at the direction of the Board of Directors. He/she shall assure that the various duties and reports as are outlined in Standing Rule IX (Financial Committee) are performed and submitted accurately and on time. The Treasurer shall handle all banking relationships necessary to open or close accounts and assure that the proper officers have banking signature authority.

The Treasurer shall ensure that adequate internal controls are followed consistent with good business practices to protect not only the assets of the Corporation, but also ensure the reliance upon financial statements and other legal requirements of the Corporation.

RULE V – COMMITTEES: OPERATION AND PURPOSE

1. All Committees of this society are subordinate to the GHS Board of Directors.

The general purpose of committees is to perform research, create recommendations, manage specific projects, or discuss the development of plans and procedures, which fall under their jurisdictional purview and undertake any and all work assigned by the President or the Board of Directors.

No committee shall have executive authority outside that which is specifically granted by the Board of Directors, the Bylaws, or the Standing Rules of this Society. Committees shall not obligate the organization, financially or otherwise, without the prior approval of the Board of Directors.

2. Chairs. Except as otherwise set forth in the Bylaws, chairs of committees will be appointed by Docents, Curators, Managers, or other responsible parties overseeing the specific committee.

Chairs shall preside at all meetings of the committee and shall report to the party or Officer they report to. The Chair shall ensure all work done by the committee is in accordance with the Bylaws and Standing Rules of this Society. The Chair shall also oversee the creation of the budget and all plans-for-action of the committee.

Chairs may form subcommittees to advance the progress of the whole committee.

Where not conflicting with the Bylaws, the Chairs of each committee shall appoint members from the membership of the Society. All committees shall prepare a yearly report of their activities to be kept as part of the GHS permanent records.

When necessary, Chairs may appoint persons to the committee who are not members of the Society.

RULE VI – NOMINATING COMMITTEE

The Committee shall elect its own Chair.

The Nominating committee shall encourage the general membership to submit names and qualifications of other Officer and Director candidates for their consideration.

Additional nominations, with the nominee's written consent, may be made at the March meeting. Election will be held at the General Membership meeting in May.

RULE VII – MEMBERSHIP COMMITTEE

The Membership committee will be chaired by the Membership Manager.

The Committee will provide suggestions and ideas to secure new members and cultivate the interest of the current membership and shall assist the Membership Manager in the publication of the Membership Directory.

The Committee will review applications of members and refer volunteers to the appropriate Officer or Chair.

The Committee is also responsible for Member Recognition as outlined in Rule XIX.

RULE VIII – DOCENT COMMITTEE

The Docent Committee will be chaired by the lead Docent who will be appointed by the VP of the Museum or VP of Castle as appropriate. The Docent Committee(s) will assist the Docent Chair(s) and have a list of available docents, secure more docents, train docents, and see to the assignment of them on the days the museum or Pharm is open.

The Docent Committee(s) shall keep a Calendar, which will list dates of tours and other events happening at the Museum or Pharm that is posted in the Museum and the Pharm. The Committee shall meet not less than two times per year, or whenever they are needed.

An Authorized Docent is one who has completed Docent Training or has long-term knowledge and association with the Pharm and/or the Museum.

RULE IX – FINANCIAL COMMITTEE

The Treasurer shall be the Chair of the Financial Committee and will select the members of that committee. Under his/her direction the Treasurer shall see that the following is accomplished:

1. Keep accurate financial records for the Corporation in accordance with Generally Accepted Accounting Procedures (GAAP).
2. Deposit money, drafts, and checks in the name of and to the credit of the Corporation in the banks designated by the Board.
3. Ensure two signatures are obtained for all checks written or money transfers made, unless prior Board approval has been obtained.
4. Disburse corporate funds and issue checks in the name of the Corporation as ordered by the Board. All disbursements shall be authorized by the President before a check is written.
5. Submit bi-monthly financial reports to the Society.
6. Submit bi-monthly to the Board an account of all transactions by the treasurer or any committee account and of the financial condition of the Corporation.
7. Prepare and present to the Board a budget for the coming year, at their June meeting.
8. Assure that all aspects of the business relationships of the Society with respect to such official entities as

the Los Angeles Tax Assessor's Office, the CA Board of Equalization, the Franchise Tax Board, the Secretary of State's Office, the Internal Revenue Service, etc. are handled in a timely manner.

9. Assure that the Financial Committee process the hiring paperwork and payment of wages to all GHS employees, and shall ensure that all associated taxes are collected and paid in a timely manner.
10. In addition, assure that the Financial Committee sees that Officers and Directors Insurance, Liability Insurance, and Worker's Compensation Insurance is provided for the Museum, Pharm, and GHS employees as authorized by the Board of Directors.
11. Ensures, through the Financial Committee, sound management and maximization of cash and investments. Any changes to the equity investment portfolio shall be discussed with and authorized by the Executive Board.
12. On a monthly basis, provide a list of new members to the Membership Committee Chair.

RULE X – DEVELOPMENT COMMITTEE

The Development Committee will be appointed the VP of Development who will also chair the committee.

The Development Committee is responsible for creating a fundraising plan for the year. Said plan must be approved by the board of Directors.

RULE XI – CURATOR(S)'S ADVISORY COMMITTEE (CAC)

The Curators' Advisory Committee shall be appointed by the Curators of the Museum and Castle. The Committee shall provide suggestions, ideas and plans for action to enable the Curator(s) to provide management and purposeful day-to-day operational procedures for the museum and castle.

The Committee shall meet on a regular basis, and shall be under the leadership of the Curator(s).

In the event that the Curator(s)'s position is vacant, the Committee shall select its Chair, and advise and recommend to the Board of Directors, the appointment of an Acting Curator(s).

RULE XII – CASTLE CONSERVATION COMMITTEE (CCC)

The CCC will administer the operation and the policies of the Rubel Pharm Branch of the Glendora Historical Society.

The VP of the Castle/Pharm shall appoint its members and shall serve as its chairman.

The VP of the Castle/Pharm shall appoint an Operations Manager. The Operations Manager shall chair the committee in the absence of the VP of the Castle/Pharm.

Meetings of the CCC shall be held monthly on the second Wednesday at a place convenient to the group. Minutes of the meeting shall be turned in to the Chairman and the President of GHS within ten days of the meeting. The Chairman or GHS President may call an emergency meeting of CCC with two days notice.

PAYMENT OF PHARM BILLS: Payment of Pharm bills shall be performed by the Treasurer. The Treasurer shall be provided vendor, subcontractor or other entity invoices. Invoices may be for urgent emergency work, routine maintenance, or long term projects approved by the Board. In all cases, the Pharm Manager or his designee shall indicate approval of the work performed by signing the invoice to that effect. Invoices will be paid promptly. For emergency work for which a vendor demands immediate payment, the Treasurer shall issue the check with one signature at the time of payment; however, he/she will seek secondary approval via either email, or telephone noting the approval, keeping this with the check's supporting documents. Should the Treasurer be out of town in excess of two days, he/she will give the checkbook to the President so the Corporation has the necessary bill paying abilities. The Treasurer will notify the President, CCC Chair, and Pharm Manager of his/her intended absence and contact information.

DUTIES OF THE OPERATIONS MANAGER: The Operations Manager may delegate any or all of these duties to other responsible persons:

- a. Assure that day-to-day operating requirements are handled to an acceptable standard between landlord and tenant. Negotiate rental agreements with all tenants of residences, garage space, and corral. Seek out new tenants when a vacancy exists. Resolve any complaints or misunderstandings with tenants and neighbors. A tenant should not deduct amounts from his rent payments in lieu of direct compensation for services, maintenance, or purchases that have been made for the GHS.
- b. Make arrangements for grounds maintenance, physical maintenance, and cleaning to be done on a regular basis or as needed.
- d. Report all planned private tours, parties or commercial photo shoots to the Docent Chair to be entered on the master calendar.
- e. Report to the GHS Board any major Pharm projects that should be budgeted.
- f. Accept other duties as the CCC and GHS may decide are in the best interest of the Pharm.
- g. When any rental agreements are changed regarding rent and other matters, the planned changes must be approved by the Board of Directors before they are finalized with the resident(s). Any Pharm residents, or non-Board members will be excused from the meeting whenever rentals are discussed.

RULE XIII – HOSPITALITY COMMITTEE

The Hospitality Manager will be appointed by the VP of Administrative Services.

The Hospitality Manager will appoint a hospitality committee.

The Committee will provide refreshments at each general membership meeting.

The Committee shall assist the VP of Administrative Services in planning, coordinating, and conducting the annual banquet working in the following areas:

- Recommendation of ticket prices, if sold
- Ensure personnel participating during the Banquet are prepared and knowledgeable of their duties
- Collection of payments as received
- A detailed accounting of all expenses
- Maintaining a list of RSVP's
- Creation and maintenance of a binder chronicling preparations for the Banquet
- Additional duties and responsibilities as set by the Board of Directors

XIV – PUBLICITY COMMITTEE

The Publicity Manager shall be appointed by the VP of Administrative Services.

XV – NEWSLETTER COMMITTEE

The Newsletter Manager shall be appointed by the VP of Administrative Services.

The Newsletter Manager may appoint a committee.

RULE XVI – ANNUAL MEETING

The Annual Meeting of this Society is to be held on the fourth week of June, and shall consist of the “Society Banquet,” and the “Installation of Officers and Directors,” as prescribed by the Bylaws. The Annual Meeting should honor the spirit of the Historical Society by strengthening our bonds in the community; expressing recognition of volunteerism throughout the closing Society year; and a dignified Installation Ceremony of the new Board of Directors. The President shall be responsible for the Annual Meeting and all events that night. He/she shall delegate the organization and planning of the Banquet to the Hospitality Committee, and the organization and planning of the Installation to the VP of Administrative Services. Prior to the Banquet, the Hospitality Committee shall obtain at least two competitive bids for expenses related to this event, and submit a budget for this event to the Board for their review and approval.

RULE XVII – INSTALLATION OF OFFICERS

The Installation will be the responsibility of the VP of Administrative Services.

The VP of Administrative Services shall also:

1. Provide for the creation and timely distribution of all printed materials, including any “Save the Dates,” invitations/RSVPs, programs, etc.
2. Ensure assigned volunteers participating during the meeting are prepared and knowledgeable of their duties
3. Establish a list of Distinguished Visitors or Special Guests
4. Coordinate with Committee Chairs for presentation of awards or special recognitions
5. Arrange for the Mayor, Mayor Pro Tem, or other suitable elected official to conduct the Installation ceremony
6. Collaborate with the Hospitality Committee to assure a successful event

RULE XVIII – NON-VOTING ADVISORY DIRECTORS

The GHS has found that persons with special talents or expertise are often required to provide assistance to the Board or to a Committee for an extended period of time. Since the GHS Bylaws limit the number of Board members, a class of Non-Voting Advisory Directors has been established so that these persons can assist the Committee or Board in making decisions in areas where the Committee or Board does not have that particular expertise.

RULE XIX – FOUNDER'S AWARD

The Founder's Award is given to members of the Society who have done service beyond the call of duty either over the years or in one project that had a major impact.

The Executive Committee shall determine the award.

The Founder's Award will be presented at the June Installation Banquet. It is not required that the award be given each year.

RULE XX – SPECIAL PROJECTS VOLUNTEER

It is the purpose of this standing rule to establish a category of Special Projects Volunteer who may be assigned by the Board of Directors to accomplish specific historical research tasks, allowing the GHS to be able to share the results of this research with others.

In the process of providing historical information to other groups, or researching specific historical topics, it has been

the custom of the Glendora Historical Society Board of Directors to appoint a specific person or persons to accomplish these tasks. These projects are entrusted to persons who have the necessary skills to accomplish them, and have often been conducted outside the Glendora Historical Museum, as access to special equipment or other historical collections is often necessary. Some of these projects have depended upon the GHS Museum archives for much of their historical material.

In order to accomplish these assigned tasks, the GHS Museum / Pharm Curator(s) will make all the necessary historical and archival information available to Special Projects Volunteers at times that are mutually convenient.

1. No irreplaceable articles shall be taken from the Museum / Pharm for research or copying unless authorized by the Board of Directors. When an archived object is authorized to be removed from the Museum / Pharm, a record of the documents taken, borrowed/loaned from the Museum / Pharm shall be made and retained by the Curator(s). The Curator(s) shall place a time limit on the use of the article that is mutually agreeable with the borrower.
2. Any Board Member may introduce a motion to appoint a Special Projects Volunteer(s), and there may be more than one Special Project being worked on at any time.
3. The Special Projects Volunteer shall report progress verbally or in writing to the Board of Directors bi-monthly at each Board meeting.

RULE XXI – MEMBER RECOGNITION

MEMORIAL RECOGNITION: It is the desire of the Board of Directors to create Memorial recognition of those deceased members who have served the GHS in an exemplary manner.

MEMORIAL PLACEMENT REQUIREMENTS: One of the following conditions shall have been met for a deceased member to be honored with this recognition:

1. Shall have served as President of the GHS for more than one year.
2. Shall have been a recipient of the GHS Founder's Award.
3. Shall have been recognized by having a Membership Directory dedicated to them.
4. Shall have been recognized by the GHS Board of Directors as an "Emeritus" member for their many published books and/or articles about Glendora and its history.
5. Unanimous consensus of the Board.

It is not intended that there be any statute of limitations for early members.

HONOR WALL: The Membership Committee is also responsible for maintenance of the various recognition plaques situated in the foyer and other areas of the Museum.

1. The Committee shall work with the Treasurer to assure that all donations and changes of Membership status are accurately recorded, and a report of incoming donations shall be provided to the Committee quarterly.
2. The Founder's Award plaque shall be updated within three months after the award has been presented.
3. Other plaques shall be updated every three months.

RULE XXII – TOURS

Tours of the Museum or Castle shall be arranged by the VP of the Museum and VP of the Castle or their designees. Said tours shall be conducted in a manner set forth by the Museum Advisory Committee (MAC) or the Castle Conservation Committee (CCC) as appropriate to each entity.

All CCC members and Authorized Docents may lead not more than twelve people through the Pharm property without prior formal application the Docent Chair.

The tour leader will contact the Docent Chair by telephone to find if there is a conflict in scheduling. If the Docent Chair is not available, the tour leader will telephone the GHS President.

The tour leader will give signed waivers and donations to the treasurer after the tour.

RULE XXIII – MAILINGS

The Publicity Chair may form a Mailing Committee and shall be its Chair.

Mailings will be by carrier or e-mail depending upon the member's preference.

The Mailing Committee shall also be responsible for mailing (or e-mailing) any other communications to the general membership that are deemed necessary by the Board of Directors.

The Chair shall assure that the mailing list is up-to-date prior to the mailing of each Newsletter.

RULE XXIV – EMPLOYEES

The Society has found it advantageous for the Board of Directors to hire part time employees who are assigned long term specific jobs to accomplish certain goals that are found to be necessary to the operation of the Society. The difference between a job that requires a consultant or an employee must be determined carefully by the Board by considering the length of the job, the skills required, and the availability of supervision.

PART TIME: Part time must be less than 30 hours per week, and as such does not require payment for vacation time, sick time, or holiday time or medical benefits. Current State and Federal employment rules and guidelines must be consulted and followed when hiring a part time employee. The difference between a contractor and an employee must be carefully considered as laid down by the Federal and State guidelines.

WAGE RATE: A wage rate should be offered that recognizes that the employee may be willing to accept a rate that results from a volunteer attitude as well as a worker's needs. The per-hour wage offered must be no less than the minimum required by the State and/or the Federal Government.

PAYMENT OF WAGES AND STATE AND FEDERAL TAXES: Wages shall be paid directly to the employee, and deductions and taxes deposited by a reputable organization specializing in this service. Periodic reports must be provided by such service and appropriate gov. filings.

AUTHORIZATION OF PAYMENT OF WAGES: The employee's direct supervisor must approve the contents of the employee's time sheet/card by an email communication with the Paying Service before wages are paid.

JOB DESCRIPTION: The job for which an employee is hired to accomplish shall be adequately described in a written document that has been approved by the Board of Directors. The scope of the job must be carefully considered as relates to the employee's abilities as well as the Worker's Compensation Job Classification. The goal is to minimize the danger to the employee and reduce the need for seldom used specialized equipment that would mitigate danger to the employee. Jobs that violate the Worker's Comp. Classification must be done by outside contractors.

SUPERVISION: The employee shall be supervised by a member of the Society appointed by the Board, and given jobs that conform to the Board's job description. If it is found that the character of the work being assigned no longer follows the job description guidelines, it must be brought before the Board for consideration and/or action.

PROGRESS REVIEW: A quarterly progress review must be performed by the Board and the employee's direct supervisor so as to determine if the job has been completed, and if the need for the employee still exists.

EMPLOYEE / SUPERVISOR PERFORMANCE REVIEW: A review of the employee's performance shall be conducted by the Supervisor quarterly, and submitted to the Board for their information. Yearly the supervisor shall consider adjusting the employee's wage rate. The Board shall approve any salary adjustments prior to notifying the employee and paying service.

EMPLOYEE TERMINATION: The employee serves at the pleasure of the Board. At any time and for any reason the employee may be terminated as a result of a Board decision to do so.

RULE XXV – SOCIETY VEHICLES

The GHS owns a number of vehicles and has access to the City's first Fire Truck. From time to time one or more of these vehicles may be offered for display or parade use.

VEHICLE MANAGER: The President of the GHS may appoint a Vehicle Manager, who is responsible for the repair, maintenance, and disposition of these vehicles in various City or Society events.

FIRE TRUCK: The Fire Truck is owned by the City of Glendora. The Society has a "hand-shake" arrangement with the City allowing exclusive access to the Fire Truck for use in Parades, and other Society functions where the presence of the Truck is deemed by the Board to be desirable.

RUBEL PHARM VEHICLES: The Society acquired several old vehicles which were part of the Pharm inventory gifted by Michael Rubel. These vehicles may be exhibited at certain City events or other Society functions where their presence is deemed desirable by the Board.

FIRE TRUCK USE: The Vehicle Manager shall make all arrangements for the use of the Fire Truck with the supervisor of the City Yard or other City supervisor in charge of storing and maintaining the Truck. Advance notice of the desire to use the Truck must be given at least two weeks in advance. For insurance purposes, the Fire Truck must be driven by an authorized City employee.

PHARM VEHICLES: The Vehicle Manager shall see that all Pharm vehicles are properly maintained, and stored correctly. Pharm vehicles shall not be driven on public streets unless specific insurance has been obtained for that purpose. The Vehicle Manager shall see that such insurance is in place as is required for the particular event where the vehicle is required.

Vehicle drivers shall be properly licensed with such clauses in their personal or automobile insurance so as to allow them to drive a non-owned vehicle with permission from the owner. Drivers shall be authorized by the Board of Directors.

The Board will advise the Vehicle Manager for the need of a vehicle at least sixty days prior to the event where the vehicle is required.

The Vehicle Manager is responsible for seeing that any applications or registrations are in place before an event requesting a Vehicle.

RULE XXVI. EXECUTIVE BOARD PRIMARY FUNCTIONS:

President: To ensure that the Board of Directors and its members are aware of and fulfill their governance responsibilities; that the Society complies with all laws and its bylaws; and conducts board business effectively, efficiently, and is accountable for its performance.

VP of Administrative Services: To administer internal and external relations for Glendora Historical Society.

VP Museum: Provide the overall supervision of the activities at the Museum

VP Castle: To provide the overall supervision of the activities at the Castle and the Pharm

VP of Development: To raise money for a not-for-profit organization.

Secretary: To ensure that the records of the Society are maintained as required by law and made available when required.

Treasurer: To receive and keep an accurate account of all monies paid to and disbursed from the Society.

RULE XXVII. MANAGERS AND COORDINATORS PRIMARY FUNCTIONS:

Gift Shop Coordinator: To provide the Society a dedicated platform for generating funds through our two gift shop locations.

Castle and Pharm Curator: To preserve and protect the collections of the Glendora Historical Society housed on the Pharm property.

Museum Curator: To preserve and protect the collections of the Glendora Historical Society housed at the museum.

Programs Manager: To provide historically interesting and educational programs for general meetings and the annual installation dinner

Publicity Manager: To promote public awareness of the Glendora Historical Society.
and to its members

Membership Manager: To attract and maintain the Societies membership; to keep updated member information; maintain dues records and to chair the Membership Committee

Docent Chair, Castle: To handle reservations for the Castle Tours and provide scheduling, training of the Castle docents

Docent Chair, Museum: To provide scheduling and training of museum docents

Newsletter Coordinator: To produce a bi-monthly newsletter for the membership of the historical society.

Hospitality Coordinator: To provide refreshments at the general meetings and to organize the annual installation banquet

Castle Education Committee Chairperson: To instill the importance of visualizing a dream for the future by telling stories of Michael Rubel and his Castle to the community using it as a laboratory for learning and self-discovery.

Museum Education Committee Chairperson: To oversee the educational programs that are offered at the museum.

Complete Position Descriptions of the Executive Board, Managers, Curators, Docents, Coordinators, and Castle and Museum Education Chairs attached as Appendix 2 below:

APPENDIX I: POSITION DESCRIPTIONS

President

Glendora Historical Society

Primary Function: To ensure that the Board of Directors and its members are aware of and fulfill their governance responsibilities; that the Society complies with all laws and its bylaws; and conducts board business effectively, efficiently, and is accountable for its performance.

Major Roles, Responsibilities and Tasks:

Role: Leadership

Responsibilities:

- Provide strategic, operational and governance leadership
- Provide development support for the Board as a whole as well as individual Board members including committee chairpersons as needed
- Oversee established committees
- Assign tasks and delegate responsibilities to the Board committees and/or Directors as needed
- Establish and/or propose the establishment of Board committees as needed
- Review and understand the organization's Article of Incorporation and Bylaws, policies and procedures, financial and legal matters, and strategic plan

Tasks:

- Delegate specific duties to the Board and/or committees, however, the accountability for them remains with the President
- Intervene if conflict of interest, confidentiality or other problematic issues arise
- Call for executive board meetings when necessary
- Conduct new board orientation for new and returning Directors
- Serve as an ex-officio member of committees specified in the Bylaws
- Make the following appointments with approval of the Board: Nominating committee, Parliamentarian, Special Committees

Role: Chair/Facilitator

Responsibilities:

- Chairs the Board and General Meetings according to the accepted rules of order

Tasks:

- Assure the agenda is planned and distributed before the meeting
- Encourage all members to participate in discussions
- Arrive at decisions in orderly, timely and democratic manner
- Vote as prescribed in the Bylaws

Role: Spokesperson

Responsibilities:

- Ensure that the organization maintains a positive productive relationship with the community, city, media, donors and other organizations

Tasks:

- Serve as the primary spokesperson for the Society
- Report board decisions and actions in a timely manner to the members
- Speak to the public on behalf of the organization and advocate for whatever cause the board is promoting
- Maintain visibility in the community

Role: Visionary Planner

Responsibility:

- Initiate and sustain an ongoing mission, core value and vision based strategic plan and accountability process

Tasks:

- Plan for the future and convey the vision
- Ensure the organization's activities are in line with its mission and goal statements
- Ensure that structures and procedures are in place for effective recruitment, training and evaluation of Board members

Role: Signing Officer

Responsibility:

- Is normally designated by the Board of Directors and/or bylaws as the signing officer for official documents

Tasks:

- Sign all legal and government documents
- Sign all contracts (vendors and others)
- Sign all applications
- Is a signer on all checking and savings accounts
- Approve all expenditures

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review job descriptions annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

**Executive VP of Administrative Services
Glendora Historical Society**

Primary Function: To administer internal and external relations for Glendora Historical Society

Role: Leader

Responsibilities:

- Work with programs manager, publicity manager and membership manager to create a vision based plan for each area
- Direct both internal and external relations for Glendora Historical Society
- Provide leadership and support for programs manager, publicity manager and membership manager
- Keeps required Workers Compensation, Department of Labor, and other required postings up to date
- Secures personnel files

Tasks:

- Report to GHS board concerning internal and external relations of GHS
- Work with programs manager, publicity manager and membership manager to develop cohesive plan for community relations
- File required notices to State regarding employment matters

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Sign and date position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

**VP for Museum
Glendora Historical Society**

Primary Function: Provide the overall supervision of the activities at the Museum

Major Roles, Responsibilities and Tasks

Role: Leader

Responsibility: Provide continuing vision for the Museum; to preserve the past while working toward insuring the future

Tasks:

- Develop an annual vision based plan for the Museum
- Communicate the Museum mission statement
- Provide leadership to the Museum advisory committee (MAC), the curator, the docent chair

Role: Manager

Responsibility: Oversee the functions of the Museum and paid staff

Tasks:

- Understand the financial aspects of the Museum and prepare a budget each year and work within the budget
- Report to GHS Board regarding activities at the Museum
- Maintain the Museum property
- Promote safety at the Museum

Role: Museum Advisory Committee Chair

Responsibility: Chairs the MAC

Tasks:

- Meet monthly with the Museum advisory committee
- Delegate responsibilities to committee members
- Help committee members set deadlines and timelines for assignments

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

**VP for Castle and Pharm Operations
Glendora Historical Society**

Primary Function: To provide the overall supervision of the activities at the Castle and the Pharm.

Major Roles, Responsibilities and Tasks

Role: Leader

Responsibility: Provide vision to improve the infrastructure and facilities; to preserve the past while working toward insuring the future

Tasks:

- Develop the annual vision based plan
- Communicate the castle and pharm mission statement
- Provide leadership to the castle conservation committee, the curator, the docent chair, the pharm manager and the pharm project manager.

Role: Manager

Responsibility: Oversee the many activities occurring at the Castle and Pharm including volunteers and employees, film productions, special events, and Castle residents.

Tasks:

- Understand the financial aspects of the property and prepare a budget each year and work

- within that budget
- Report to GHS Board regarding activities at the property
- Work to maintain the property in the safest manner possible

Role: Castle Chair

Responsibility: Chairs the CCC

Tasks:

- Meet monthly with the CCC
- Delegate responsibilities to committee members
- Help committee members set deadlines and timelines for assignments
- Track volunteer hours

- **Serves on the Executive Committee
- **Provides a self-evaluation at year end
- **Ensure smooth transition at end of term
- **Review position description annually
- **Submit timely articles to Newsletter Coordinator
- **This position is elected by the general membership

VP of Development
Glendora Historical Society

Primary Function: To raise money for a not-for-profit organization.

Role: Development Strategist

Responsibilities:

- Create and implement a vision based development plan
- Identify donors and funding sources

Task:

- Work with board of directors to implement development plan, cultivate donors, help plan fund raising events
- Partner with the president and executive board

Role: Project Developer

Responsibilities:

- Help identify projects that need funding
- Develop a strategy for funding projects
- Identify stakeholders for the projects

Tasks:

- Solicit stakeholders
- Promote and publicize projects

Role: Record Keeper

Responsibilities:

- Develop a system that tracks goals and progress in meeting them
- Develop a system that tracks donors

- Effectively communicate with donors
- Track grant expenditures and follow up with grant donor(s)

Tasks:

- Track goals
- Track donors so that development plans are efficiently handled

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

Secretary

Glendora Historical Society

Primary function: To ensure that the records of the Society are maintained as required by law and made available when required.

Major roles and responsibilities:

Role: Secretary

Responsibilities:

- Keep accurate records of all meetings
- Distribute minutes to membership by email one week after the board meeting and one week prior to the next meeting
- Read and/or correct minutes from previous meetings
- Maintain all board records and ensure their accuracy and safety
- Serve on the executive committee
- Determine that a quorum is present at meetings

Tasks:

- Record minutes of meetings including:
 - Date, time, and location of meeting
 - List of those present
 - List of items discussed
 - List of reports presented
 - Text of motions presented and description of their disposition
- Email minutes to members of board
- Safely preserve minutes and other records of Society
- Archive minutes at the museum
- Assure smooth transition with incoming secretary at end of term

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensure smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

**Treasurer
Glendora Historical Society**

Primary Function: To receive and keep an accurate account of all monies paid to and disbursed from the Society.

Major Roles, Responsibilities and Tasks:

Role: Cash Manager

Responsibility: Accounts Receivable

- Process dues, donations, and rents

Tasks:

- Collect from Castle donations box, any tour donations, waivers, and Castle gift shop revenue
- Pick up rents from the mail area
- Receive membership dues
- Collect donations from the Museum and gift shop revenue
- Make bank deposits and post to the General Ledger

Responsibility: Accounts Payable

- Process disbursement of funds

Tasks:

- Write checks for reimbursements, bills, special projects, and post checks
- Process and post electronic transfers for bills paid by the bank, i.e., utilities, payroll and payroll taxes

Role: Bookkeeper

Responsibility:

- Maintain profit & loss statements and balance sheet

Tasks:

- Ensure all postings to the general ledger are correct and that classifications are identified correctly
- Maintain balance sheet accounts with schedules for sales tax, rental desposits, payroll

taxes, prepaid insurance, monthly accruals and property tax

- Reconcile bank statements monthly
- Receive processed payroll, prepare entries for posting
- Verify bank transfers to actual billings
- Produce and disseminate monthly financials to the Board
- Process year end financials and work with CPA to file IRS and state taxes

Role: Budget Coordinator

Responsibility:

- Prepare a balanced budget for the next year

Tasks:

- Work with the Executive Board and all committees on their budget requests
- Prepare a proposed budget
- Meet with Finance Committee to prepare a final budget to be presented at the June board meeting
- Oversee the budget v/s actuals monthly

Role: Government and Tax filings

Responsibility:

- Prepare and submit all official filings

Tasks:

- Prepare County Assessor Welfare Exemption filing (for property tax exemption) due February 15
- Send out W-9s in December
- Mail 1099s to vendors in January
- Complete and process IRS 1096s in February
- Follow up with the payroll service to make sure the DE-9s and the 941s are sent quarterly and get copies for our files. (Needed for Workers' Comp. Audit in Oct.)
- Work with our CPA to get our IRS and State taxes sent in a timely manner
- Process the Secretary of State Statement of Information (SI-100) bi-annually unless officers changed, then annually

Role: Insurance Coordinator

Responsibility:

- Work with our insurance brokers to insure we have the adequate coverage and that we meet all deadlines for continued coverage

Tasks:

- Review directors & officers Policy
- Review Liability Insurance for Museum & Castle
- File workers comp. bi-yearly reports
- Prepare for workers comp. audit
- Work on required workers comp. postings

Role: Postmaster

Responsibility:

- Pick up and deliver all mail

Tasks:

- Pick up mail at the Post Office Box
- Contact, deliver and notify the respective parties to whom the mail is addressed that it is available

- **Serves on the Executive Committee**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is elected by the general membership**

Gift Shop Coordinator
Glendora Historical Society

Primary Function: To provide the Society a dedicated platform for generating funds through our two gift shop locations

Major Roles, Responsibilities and Tasks

Role: Operations

Responsibilities:

- Maintain product quality levels conforming with the Society's image, inventory, purchasing and merchandising

Tasks:

- Maintain records of purchased inventory and prices
- Maintain the inventory and conduct a physical inventory at least twice a year
- Work with the treasurer on pricing strategies
- Plans sales promotions
- Display and merchandise products for improving sales
- Keep price list and sales records up to date
- Provide regular reports to the treasurer regularly and at year end
- Contact publicity committee to submit news/sales articles

Role: Sales representative

Responsibilities:

- To oversee the gift shop area of any outside Society venue

- To promote the postcard sales to local shopkeepers
- Assign tasks and delegate responsibilities to a Gift Shop Committee

Tasks:

- Prepare, deliver and return items to/from the venue
- Enlist volunteers to work the site
- Provide postcards to the local merchants for resale
- Keep resale numbers for State Board of Equalization

****Reports to Treasurer**

****Provides a self-evaluation at year end**

****Ensure smooth transition at end of term**

****Review position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

**Castle and Pharm Curator
Glendora Historical Society**

Primary Function: To preserve and protect the collections of the Glendora Historical Society housed on the Pharm property

Major Roles, Responsibilities and Tasks

Role: Leader

Responsibilities:

- Develop a plan for implementation of goals, set guidelines for collection

Tasks:

- Preserve and protect the collection
- Store, display and organize individual items
- Catalog the entire existing collection and new donations of tangible items and acknowledge said donations
- Evaluate and accept appropriate donations
- Assess items for removal from collection
- Set annual goals

Role: Manager

Responsibilities:

- Integrate Past Perfect software
- Attend Board meetings
- Recommend policies and procedures
- Prepare a budget

Tasks:

- Report monthly to the VP of Castle
- Monitor monthly budget expenditures
- Update policies & procedures as needed
- Review, audit entries into Past Perfect system

Role: Volunteer Coordinator

Responsibility: Recruit, train, supervise and assign tasks to unpaid volunteers and interns

Tasks:

- Evaluate the effectiveness of volunteers
- Reassign volunteers when necessary
- Track volunteer hours of non-members

Role: Advocate

Responsibility: Promotes community interest in local history

Tasks:

- Give presentations to local groups and organizations
- Develop brochures, pamphlets and press releases in coordination with the publicity committee
- Cooperate and partner with local agencies
- Respond to inquiries from GHS, the public, and researchers

Role: CCC Member

Responsibility: To ensure the Pharm/Castle maintains the mission, vision and values of the Society

Tasks:

- Communicate effectively with the CCC and Castle Docent chair
- Notify CCC of adverse site issues

- **Reports to VP of Castle and Pharm**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is appointed by the President and confirmed by the Board**

**Museum Curator
Glendora Historical Society**

Primary Function: To preserve and protect the collections of the Glendora Historical Society housed at the museum

Major Roles, Responsibilities and Tasks

Role: Leader

Responsibilities:

- Develop a vision based plan for implementation of goals for museum
- Set guidelines for collections

Tasks:

- Preserve and protect the collection
- Store, display and organize individual items
- Catalog the entire existing collection and new donation of tangible items and acknowledge said donations
- Evaluate and accept appropriate donations
- Assess items for removal from the collection
- Set annual goals

Role: Manager

Responsibilities:

- Integrate Past Perfect software
- Attend monthly museum advisory committee meetings
- Recommend policies and procedures
- Prepare a budget

Tasks:

- Report monthly to the VP of Museum
- Monitor monthly budget expenditures
- Update policies & procedures as needed
- Review, audit entries into Past Perfect system

Role: Volunteer Coordinator

Responsibility: Recruit, train, supervise and assign tasks to volunteers and interns

Tasks:

- Oversee and evaluate the effectiveness of volunteers
- Reassign volunteers when necessary
- Track volunteer hours of non-members

Role: Advocate

Responsibility: Advocate community interest in local history

Tasks:

- Give presentations to local groups and organizations
- Develop brochures, pamphlets and press releases while coordinating with the publicity

committee

- Cooperate and partner with local agencies
- Respond to inquiries from GHS, the public, and researchers

Role: MAC Member

Responsibility: To ensure the Museum maintains the mission, vision and values of the Society

Tasks:

- Communicate effectively with the MAC and Museum docent chair
- Notify MAC of adverse site issues

****Reports to VP of Museum**

****Provides a self-evaluation at year end**

****Ensures a smooth transition at end of term**

****Sign and date position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

Programs Manager

Glendora Historical Society

Primary Function: To provide historically interesting and educational programs for general meetings and the annual installation dinner

Major Roles, Responsibilities and Tasks

Role: Program Coordinator

Responsibilities:

- Enlist the speakers for the public programs

Tasks:

- Ensure any equipment requested by the speaker is available
- Introduce the program and speaker
- Inform the members via the newsletter of upcoming presentations
- Notify the publicity chairman for media announcements of programs
- Notify the treasurer if honorarium is needed
- Provide certificate of appreciation or any gift of appreciation
- Prepare a yearend report for the board
- Secure and set up meeting room

****Reports to Executive VP of Administrative Services**

****Provides a self-evaluation at year end**

****Ensures a smooth transition at the end of term**

****Review position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

**Publicity Manager
Glendora Historical Society**

Primary function: To promote public awareness of the Glendora Historical Society.

Role: Disseminator

Responsibilities:

- Develops a vision based plan
- Chairs monthly meeting of publicity committee
- Recruits new committee members
- Develops an annual budget

Tasks:

- Assigns and delegates responsibilities to committee members
- Submits summary of meetings to the VP of Administrative Services
- Obtains approval by Executive VP and President publicity and newsletter for release of information

Role: Coordinator

Responsibility:

- Coordinates all public information development and dissemination
- Sends Newsletter to membership, appropriate organizations, and public officials

Tasks:

- Disseminates bi-monthly newsletters and press releases
- Invitations
- Announces general meetings and special events (a preview or review)
- Updates calendar listings
- Produces newsworthy articles for the local news media including photographs if possible
- Provides information for the website
- Coordinates retrieval and delivery of Newsletter from printer to Publicity committee

Role: Ad designer/Archive

Responsibilities: Promote the Glendora Historical Society and Society functions and keep record of all promotions

Tasks:

- Design and place of advertisements
- Archive all press clippings and the Society's photo library.

****Reports to Executive VP of Administrative Services**

****Provides a self-evaluation at year end**

- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is appointed by the President and confirmed by the Board**

Membership Manager
Glendora Historical Society

Primary Function: To attract and maintain the Societies membership; to keep updated member information; maintain dues records and to chair the Membership Committee

Major Roles, Responsibilities and Tasks

Role: Membership Developer

Responsibilities:

- Develop a vision based plan for recruitment
- Develop a membership retention plan
- Coordinate collection of Societies volunteer hours
- Membership Committee Chairman

Tasks:

- Recruit new members
- Plan and execute member activities
- Receive new member applications
- Send welcome letter
- Pass “interested in” information to chosen committee
- Update membership information directory
- Send dues reminders in June for yearly members
- Post new member information in the newsletter
- Acknowledge new life members
- Get new inscriptions made and post Honor Wall
- Update Founders award
- Maintain honorary member list

Role: Membership Committee Chairman

Responsibility:

- Plan and execute member activities

Tasks:

- Promote member only activities (Christmas at the Castle Tea)
- Plan field trips to local museums and historical sites
- Give publicity notices to encourage the community to participate
- Plan social events so members can get to know each other and find common interest in volunteering

- **Reports to Executive VP of Administrative Services**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is appointed by the President and confirmed by the Board**

**Docent Chairman-Castle
Glendora Historical Society**

Primary Function: is to handle reservations for the Castle Tours and provide scheduling, training of the Castle docents

Major Roles, Responsibilities and Tasks

Role: Reservation Coordinator

Responsibilities:

- Provide process for making tour reservations

Tasks:

- Retrieve messages from the hotline regarding tours and questions
- Retrieve email requests for tours and respond to their request
- Refer to the Rules and inform them of the waiver requirements
- Schedules tours
- Keep a record of all parties scheduled (Time & Date)
- Mail any requested forms or information

Role: Docent Coordinator

Responsibilities:

- Schedule docents for all tours
- Keep abreast of all activities at the pharm for scheduling conflicts

Tasks:

- Send a monthly calendar of events to the docents, residents and CCC
- Recruit new docents
- Train and orientate new volunteers
- Schedule volunteers for Special Events
- Provide schedules for third grade tours
- Prepare a monthly report for the board

- **Reports to VP of Castle and Pharm**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition at end of term**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is appointed by the President and confirmed by the Board**

**Docent Chairman for Museum
Glendora Historical Society**

Primary function: To provide scheduling and training of museum docents

Major Roles, Responsibilities and Tasks:

Role: Coordinator

Responsibilities:

- Maintain volunteers for regular museum open hours
- Keep abreast of changes in displays and disseminate information pertaining to them
- Schedule volunteers for special events

Tasks:

- Recruit new docents
- Train and orientate new volunteers
- Schedule volunteers for the holiday stroll
- Coordinate schedules for third grade tours
- Schedule tours
- Prepare a year-end report for the board

- **Reports to VP of Museum**
- **Provides a self-evaluation at year end**
- **Ensures a smooth transition for new docent when term ends**
- **Review position description annually**
- **Submit timely articles to Newsletter Coordinator**
- **This position is appointed by the President and confirmed by the Board**

**Newsletter Coordinator
Glendora Historical Society**

Primary function: To produce a bi-monthly newsletter for the membership of the historical society

Major role and responsibilities:

Role: Newsletter coordinator

Responsibilities:

- Produce, copy and send to printer and various community organizations the newsletter of the society
- Set deadline for news to be sent

Tasks:

- Procure articles for newsletter
- Share information with receivers of newsletter
- Coordinate articles with program director
- Organize news for printing or emailing
- Send copy to printer

****Reports to Director of Publicity******Provides self-evaluation at year end******Ensures a smooth transition at end of term******Review position description annually******Submit timely articles to Newsletter Coordinator******This position is appointed by the President and confirmed by the Board****Hospitality Coordinator****Glendora Historical Society**

Primary Function: To provide refreshments at the general meetings and to assist the vice president of administrative services at the annual installation banquet

Major Roles, Responsibilities and Tasks

Role: Committee Chairman

Responsibilities:

- Recruit and organize volunteers for the committee
- Provide refreshments for the general meetings and other special events

****Reports to Vice President of Administrative Services******Provides a self-evaluation at year-end******Ensures a smooth transition to new coordinator at end of term******Review position description annually******Submit timely articles to Newsletter Coordinator******This position is appointed by the President and confirmed by the Board**

**Castle Education Committee Chairperson
Glendora Historical Society**

Primary Function: To instill the importance of visualizing a dream for the future by telling stories of Michael Rubel and his Castle to the community using it as a laboratory for learning and self-discovery.

Major Roles, Responsibilities and Tasks

Role: Director

Responsibilities:

- Coordinate with responsible parties all facets of the classes and/or workshops including guest speaker, students, venues, activities, materials, attendance, etc.

Tasks:

- Remind speakers of their presentations one week ahead
- Determine whether to provide extra credit for community service

Role: Communicator

Responsibility: Keep the participants and the community aware of the on-going classes and their value

Tasks:

- Provide regular reports to the VP of the Castle
- Communicate at every level

****Report to the VP of the Castle and Pharm**

****Provide a year-end report**

****Provide a self-evaluation at year end**

****Ensures a smooth transition at end of term**

****Review position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

**Museum Education Coordinator
Glendora Historical Society**

Primary Function: To instill the importance of the Glendora Museum to the community using it as a laboratory for learning and research. The Goal is to create an effective learning experience about Glendora history.

Major Roles, Responsibilities and Tasks

Role: Director

Responsibilities:

- Plan, organize and implement learning opportunities at the museum
- Coordinate with responsible parties all facets of the events and/or workshops including guest speaker, activities, school tours, materials, etc.
- Provide research opportunities to the general public

Tasks:

- Remind speakers of their presentations one week ahead
- Determine appropriate curriculum for each event

Role: Communicator

Responsibility: Keep the volunteers and the community aware of the on-going events and their value

Tasks:

- Build relationships within the community
- Work with 3rd grade teachers using educational guidelines for school tours
- Communicate at every level

****Report to the VP of the Museum**

****Provide a year-end report**

****Provide a self-evaluation at year end**

****Ensures a smooth transition at end of term**

****Review position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

Historian Glendora Historical Society

Primary Function: To maintain the corporation archives and records of the Society's history.

Major Roles, Responsibilities and Task

Role: Recorder

Responsibilities:

- Compile a record of the Secretary's minutes of all Board meeting and General meetings
- Collect all year end committee reports presented to the President
- Keep a book of the year's significant events
- Document social gatherings, fundraisers, speakers, outreach and special events
- Document officers, directors and committee chairs
- Archive copies of newsletters, programs, brochures, pictures or DVD's of the events
- Record any grants received and their usage
- Document the Founders Award if it is presented for the year, including the introduction speech, outlining their accomplishments

****Report to the VP of Administrative Services**

****Provide a year-end report**

****Provide a self-evaluation at year end**

****Ensures a smooth transition at end of term**

****Review position description annually**

****Submit timely articles to Newsletter Coordinator**

****This position is appointed by the President and confirmed by the Board**

APPENDIX II

EXECUTIVE BOARD GUIDELINES FOR CURATOR EVALUATIONS (PHARM / MUSEUM)

ORGANIZATION:

Displays artifacts artfully
Stores collection efficiently
Sets standards for acquisitions
Organizes appropriately
Preserves and conserves GHS property
Manages cleaning & safety issues

OUTREACH:

Community / City cooperation

Works with other agencies
Partners with City groups
Promotes interest in local history

VOLUNTEER WORKERS:

Directs workers productively
Instills a sense of cooperation
Sets goals for workers
Provides a comfortable workplace

FISCAL DUTIES:

Financial oversight
Manages the budget
Plans ahead for future expenditures

