

STANDING RULES  
OF THE  
GLENORA HISTORICAL SOCIETY  
As of July 18, 2022

STANDING RULES  
OF THE  
GLENDDORA HISTORICAL SOCIETY  
As of July 18, 2022

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 At any Board meeting they may be suspended by a majority vote, or they may be amended or rescinded by a majority vote.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 shall be limited to persons of legal age and minors with the consent of a legal parent or guardian.

2. Membership shall be effective upon receipt of payment by the Treasurer or once cleared by the bank or through electronic transfer.

3. Annual membership shall last one year from this date.

4. Members shall be reminded of their pending renewal 30 days prior to the due date. This shall be overseen by the Membership Committee and may take the form of USPS mail, email or other communications.

5. Non-payment of dues shall automatically terminate the membership of any recurring member of the Society after 60 days.

6. The definition of these classes are: Individual member is an annual membership that must be renewed every year; Individual Student member shall be an annual membership that must be renewed every year and is available to any person currently enrolled in an accredited educational program with a valid student ID; Individual Senior member shall be an annual membership that must be renewed every year and is available to individuals aged 62 and older. Dual member is a single joint annual membership for 2 individuals that must be renewed every year. Household membership is a single joint annual membership for all individuals living at the same residence and children under the age of 18 (all names must be listed on the membership application to be eligible for society benefits) and must be renewed every year. Honorary membership is a special membership that is awarded to individuals that have made significant contributions to the Society and lasts in perpetuity and does not need to be renewed. Friend and Patron are annual memberships available to individuals who wish to contribute at higher levels to the Society's mission and must be renewed every year. Founding Membership is a closed class and has been awarded to all members in previous classes Life, Benefactor, Patron & Contributor as of January 2020, whose benefits remain in perpetuity. All memberships are non-transferable.

7. The price structure for the classes is:

Individual (General); \$25.00

Individual (Student); \$15.00

Individual (Senior); \$15.00

Dual Membership; \$40.00

Household Membership; \$55.00  
Honorary Member; (by award)  
Friend; \$100.00  
Patron; \$500.00

8. Benefits: All registered members receive:

- The Glendora Historical Society Newsletter
  - Free admission to all general membership meetings and public events
  - Free Admission with regularly scheduled tours (Reservations must be made in advance and approved based on availability)
  - Opportunity to purchase public program tickets prior to the general public - Discounted tickets for most public programs
  - Invitations to members-only events
  - 10% off items at the Downtown Museum and Rubel Castle Museum gift shops
  - Reciprocal museum admission and event discounts with partner organizations
- Friend receives in addition to all registered member benefits:
- Two Guest Passes for regularly scheduled tours (Reservations must be made in advance and approved based on availability)
  - Name listed on Society website and Installation Dinner program (Member must opt-in)
- Patron receives in addition to all registered member benefits:
- Four Guest Passes for regularly scheduled tours (Reservations must be made in advance and approved based on availability)
  - Name listed on Society website and Installation Dinner program (Member must Opt-in)
  - Two complimentary gift tickets to the Year End Society Installation Dinner

### 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  
BOARD DEVELOPMENT COMMITTEE.

The purpose of the Board Development Committee is to train current board members on their fiduciary responsibilities; to help procure new board members by selecting and overseeing the Nominating Committee and the Teller's Committee according to the procedures outlined in Robert's Rules of Order; to oversee the drafting, revision and distribution of the Society's Bylaws and Standing Rules, and the Society's organization chart, as well as the Society's five Core Documents as recommended by the American Alliance for Museums in the Museum Assessment Program recommendations:

- 1) Mission Statement,
- 2) Institutional Code of Ethics,
- 3) Strategic Institutional Plan,
- 4) Disaster Preparedness/ Emergency Response Plan,
- 5) Collections Management Policy.

The committee shall be comprised of current, voting board members. It shall be chaired by the Secretary and shall consist of the Executive Vice President for Administrative Services and one to three other board members who shall be chosen by the Board.

It may form subcommittees or may consult with or hire professionals in the fields above in order to help it perform its responsibilities.

It shall coordinate with existing committees whose responsibilities overlap with its own.

Additionally, the President voluntarily hereby cedes the power to appoint the nominating committee to the Board Development Committee.

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.

RULE XIV  
PUBLICITY COMMITTEE

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

RULE 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:** An annual 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 annually, 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.