



STANDING RULES
OF THE
GENDORA HISTORICAL SOCIETY
June, 2023

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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 At any Board meeting they may be suspended by a majority vote, or they may be amended or rescinded by a majority vote.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 Historic District 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 II-1 STATEMENT OF PROFESSIONAL STANDARDS AND ETHICS

The Glendora Historical Society and all of its employees and volunteers, in whatever capacity, including, but not limited to, sitting board members, officers and staff shall follow the current version of the STATEMENT OF PROFESSIONAL STANDARDS AND ETHICS of the American Association of State and Local History (AASLH). [Appendix III]

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 Rubel Castle Historic District 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 RCHD is open. The Docent Committee(s) shall keep a Calendar, which will list dates of tours and other events happening at the Museum or RCHD that is posted in the Museum and the RCHD. 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 RCHD 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, Rubel Castle Historic District, 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 IX-1
SOCIETY EXPENSES

Volunteers and employees of the Glendora Historical Society may make purchases on behalf of the Society if previously covered in the annual budget and authorized by their supervisor. A reimbursement form [Appendix V] shall be filled out in all cases and approved by the supervisor for submission to the Treasurer.

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 Rubel Castle Historic District. 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 RCHD. 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
RUBEL CASTLE HISTORIC DISTRICT (RCHD)

The RUBEL CASTLE HISTORIC DISTRICT ("the District") is a museum complex located at 844 N Live Oak Ave in Glendora. It was donated to the Glendora Historical Society by Michael Rubel on February 25, 2005. The site was added to the National Register of Historic Places on October 3, 2013 (# 13000810) as a historically and culturally significant site because of its association with the local citrus industry and the folk art environment built by Rubel over the course of three decades with the help on many volunteers. The center piece of the site is the Rubel Castle structure.

The condition of Rubel's gift was that the site be "maintained as a living educational center and museum." And as such the Society shall develop and operate the District according to a Collections Management Plan, which shall be in alignment with the best practices outlined by the American Association for Museums, the American Alliance for State and Local History and other such professional organizations. Additionally, the Rubel Castle Historic District shall follow the principles found in the Rubel Castle Historic District Preservation Plan prepared by

Page & Turnbull* ("RCHD Preservation Plan"), the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the National Trust for Historic Preservation's Collections Management Policy "When Buildings and Landscapes are the Collection" [see attached]. All usage, alteration and changes to spaces, structures, machinery, tools or objects at RCHD shall be approved by the process outlined below.

The RCHD Preservation Plan* shall be used as a starting point for developing strategies, programs and schedules to conserve the livelihood and historic character of the District. It shall be done with the objective to provide the least aggressive treatment necessary for proper care and preservation.

Operations of the District shall be overseen by the Vice President for Rubel Castle Historic District.

The Curator for Rubel Castle Historic District shall oversee the District as a museum and shall work to ensure the historic integrity of the District, its structures and landscapes, and shall oversee collections management, acquisition, registration and deaccessioning, as well as matters related to exhibition, interpretation and the use of collections' objects for educational purposes. The Curator for the RCHD shall be proposed by the Vice President for RCHD and approved by the Board of Directors.

Routine operations of the District shall be overseen by the RUBEL CASTLE HISTORIC DISTRICT CONSERVATION COMMITTEE (CCC), including relationships with all residents and others with rental agreements, events, tours, educational and volunteer activities including blacksmithing, running of the clock, heavy machinery and the like. This committee shall be chaired by the Vice President of RCHD or his assignee and all committee members shall be proposed by the Vice President and approved by the Board of Directors.

Preservation activities shall be overseen by the HISTORIC PRESERVATION COMMITTEE (HPC), including the on-going and future treatment of the variety of buildings, structures, and objects incorporated in the construction, as well as site and landscape features that contribute to the integrity and historic significance of the District. The HPC will manage, schedule and oversee the implementation of the Preservation Plan including work that requires specialized workmanship, large city processing permits, and any work that requires a construction contract or agreement. This committee, including the chair and all members, shall be proposed by the VP of RCHD and approved by the Board of Directors.

A Joint Preservation Standards and Review Committee shall be comprised of the Curator of the RCHD, the VP of RCHD (or other person assigned by the VP of RCHD) and the Chair of the HPC (or other person assigned by the Chair of HPC). The Joint Committee shall be the interface with the Board of Directors for key components in the process cycle (as detailed starting on page 33 of the Preservation Plan) including scope, budget and scheduling. The Joint Committee will confirm that the CCC is taking care of regular maintenance, documentation, and minor repairs. The Joint Committee will confirm that the HPC is taking care that work requiring professional input, plan-check permitting, and heavy labor (such as structural retrofitting, new construction/improvements, etc) is undertaken by professionals in the field required. All work shall follow the assessment and treatment cycle described in the Preservation Plan and shall be determined by the Joint Committee and approved by the board of directors.

All activities outlined herein shall be performed in alignment with other policies and procedures found in the Society's governing documents. Additionally, all major improvements and expenditures shall be included in the annual budget and approved by the board of directors.

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
[Removed]

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 / Rubel Castle Historic District 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 / RCHD for research or copying unless authorized by the Board of Directors. When an archived object is authorized to be removed from the Museum / RCHD, a record of the documents taken, borrowed/loaned from the Museum / RCHD 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 [Removed]

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 XXIV-1 VOLUNTEER COORDINATOR

The VOLUNTEER COORDINATOR shall operate under the supervision of the Executive Vice President for Administrative Services and shall oversee the application, approval, assignation and termination of all volunteer workers for the society; application and approval shall be conducted according to RULE XXIV-2; assignation of duties or positions shall be decided between the Volunteer Coordinator, the volunteer and any interested supervising personnel in accordance with

the Bylaws and Standing Rules (if applicable); decisions about termination shall be made by a committee comprised of the volunteer's primary supervisor; the Volunteer Coordinator, Executive Vice President for Administrative Services and at least two other sitting Board members and shall be recommended to the full board for approval with a two-thirds majority vote needed to pass.

RULE XXIV-2 VOLUNTEERS

All persons engaged in performing any volunteer activity on behalf of or for the Glendora Historical Society, in whatever capacity, shall fill out and sign the Society's VOLUNTEER APPLICATION AND AGREEMENT, which shall be approved according to the procedure outlined in RULE XXIV-1. This rule shall not affect or change the procedure for the election or appointment of board members, nor shall it supersede the procedure for appointments of Chairs or Committee members outlined anywhere else in the Bylaws or Standing Rules. [Appendix IV]

RULE XXV [Removed]

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 Rubel Castle Historic District: To provide the overall supervision of the activities at the Rubel Castle Historic District

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.

Rubel Castle Historic District Curator: To preserve and protect the collections of the Glendora Historical Society housed on the Rubel Castle Historic District.

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, RCHD: To handle reservations for the RCHD Tours and provide scheduling, training of the RCHD 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.

RCHD Education Committee Chairperson: To instill the importance of visualizing a dream for the future by telling stories of Michael Rubel and the Rubel Castle Historic District 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 RCHD and Museum Education Chairs attached as Appendix 2 below.

RULE XXIX ORDER OF PRECEDENCE

In any case of conflict in the language of the governing documents of the Glendora Historical Society, the following order of precedence shall prevail: Federal Law; State Law; Local Law; Society Bylaws; Standing Rules; policies and resolutions approved by the board; decisions made by GHS committees.

GLENDORA HISTORICAL SOCIETY

STANDING RULES

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

President

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 Rubel Castle Historic District Operations Glendora Historical Society

Primary Function: To provide the overall supervision of the activities at Rubel Castle Historic District. 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 Rubel Castle Historic District mission statement
- Provide leadership to the CCC, the curator, the docent chair, the RCHD manager and project manager.

Role: Manager

Responsibility:

- Oversee the many activities occurring at RCHD including volunteers and employees, film productions, special events, and RCHD 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: RCHD 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 RCHD donations box, any tour donations, waivers, and 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 deposits, 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 & Rubel Castle Historic District
- 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

Rubel Castle Historic District Curator Glendora Historical Society

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

- 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
- Report monthly to the VP of RCHD
- 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 Rubel Castle Historic District maintains the mission, vision and values of the Society

Tasks:

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

- **Reports to VP of RCHD
- **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: ProgramCoordinator

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 RCHD 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-Rubel Castle Historic District Glendora Historical Society

Primary Function: is to handle reservations for RCHD Tours and provide scheduling, training of

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 Rubel Castle Historic District 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 RCHD

**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

Rubel Castle Historic District 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 the RCHD 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 RCHD
- Communicate at every level

**Report to the VP of RCHD

**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

GLENDORA HISTORICAL SOCIETY

STANDING RULES

APPENDIX II

EXECUTIVE BOARD GUIDELINES FOR CURATOR EVALUATIONS (RUBEL CASTLE HISTORIC DISTRICT / 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



GLENDORA HISTORICAL SOCIETY

STANDING RULES

APPENDIX III

STATEMENT OF PROFESSIONAL STANDARDS AND ETHICS

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

(Revised 2017)

Introduction

The American Association for State and Local History (AASLH) is a membership organization comprised of individuals, agencies, and organizations acting in the public trust, engaged in the practice of history, and representing its many disciplines and professions. AASLH expects its members, employees, and elected officials to abide by the ethical and performance standards adopted by all appropriate discipline-based and professional organizations.

The association and its members are to comply with all laws, regulations, and applicable international conventions. The association and its members are expected to take affirmative steps to maintain their integrity so as to warrant public confidence. The following ethical statements and related professional standards are provided for the guidance of all AASLH members and those in the field of history organizations.

Historical Resources

History organizations frequently have complex and varied collections. These historical resources—including collections of objects, documents, and other records; built environment, cultural landscapes, historical viewsheds, archaeological sites, and other evidence of the past, are the tools through which the past provides meaning and are the bedrock upon which the practice of history rests.

A. In fulfillment of their public trust, association members must be responsible stewards and advocates and give priority to the care and management of the historical resources within their care and always shall act to preserve their physical and intellectual integrity.

- B. Institutions shall manage historical resources, in accord with comprehensive policies officially adopted by their governing authorities. Policies should be adopted proactively and reviewed regularly.
- C. Historical resources shall not be capitalized or treated as financial assets.
- D. Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, or any reason other than direct care, preservation, or acquisition of collections as defined by institutional policy. Institutions, particularly house museums and sites, may choose to accession their contributing (being accessible to and interpreted for the public) buildings and landscapes. Because the distinction between building maintenance and preservation is easily blurred, the museum should delineate the two in its policy. In this case, any contributing artifacts that are deaccessioned, the proceeds can be available for direct care and preservation of objects, archives, buildings, archaeological sites, and cultural landscapes that provide public benefit as outlined/defined in their collections policy.¹
- E. An object's cultural value (its ability to interpret a larger story) is often determined by its associated value (owned or used by a notable person or as "witness" to a historic event) or its representative value (of the type owned or used by many people), rather than by its intrinsic value. History organizations often contain artifacts of great monetary value which are an integral part of the collection and the monetary value should in no way be a determining factor when deciding to deaccession. When applying proceeds from deaccessioning, it may not always be possible to purchase objects with corresponding or appropriate associated or representative value; expending deaccessioned funds for direct care or preservation of the existing collection may be a more fitting use.
- F. Historical resources shall be acquired, cared for, and interpreted with sensitivity to their cultural origins.
- G. It is important to document the physical condition of historical resources, including past treatment of objects, and to take appropriate steps to mitigate potential hazards to people and property.

Access

Access to historical resources is what gives preservation activities their meaning. Providing nondiscriminatory access to historical resources through exhibitions, tours, educational programs, publications, electronic media, and research is critical in fulfilling the public trust and mission of history organizations. Access and limitations of access are governed by institutional policies and by applicable rights of privacy, ownership, and intellectual freedom.

Interpretation

Historical interpretation may be presented in a variety of formats.

- A. All interpretation must be based upon sound scholarship and thorough research. B. Intellectually and scholarly honest interpretation reflects the cultural and temporal context of the subject matter and recognizes the potential for multiple interpretations. C. Interpretation must use a method of delivery (historic marker, exhibit, book, program, etc.) that takes into consideration both the intended audience and the results of sound scholarship and thorough research.

¹ Adapted from the policy of National Trust for Historic Preservation

D. History organizations and agencies shall act to ensure that the breadth of American cultural experiences and perspectives is represented accurately in all programming and interpretations.

E. History organizations shall work towards inclusiveness with the goals of social responsibility and respect for different cultures and peoples.

Management

The primary responsibility for governance, institutional policies, financial stability, and legal accountability of a historical organization rests with the governing authority.

A. The governing authority has the responsibility to hold safe the assets of its organization, including, but not limited to: the good name of the organization, the human resources, collections, facilities, property, membership, donors, finances, etc.

B. The governing authority has the responsibility to secure resources for the benefit of their organization, including, but not limited to: finances, partnerships, human resources, etc.

C. The governing authority must ensure proper delegation of responsibility.

D. The governing authority must establish policies that reflect current legal, ethical, and professional practices.

E. The governing authority must consistently review application of policies established for the organization.

F. Institutions shall maintain financial records from which accurate information can be generated to manage in a fiscally sound manner.

Human Resources

Operational responsibility rests with the staff, paid or volunteer.

A. Individuals employed in the practice of history deserve respect, pay, and benefits commensurate with their training, dedication, and contribution to society. Volunteers deserve the same consideration as their paid colleagues.

B. Institutions shall maintain personnel policies, adopted by the governing authority and distributed to all staff, documenting the terms of employment.

C. Institutions have the responsibility to engage personnel, including volunteers, who have appropriate training and expertise and to provide them with opportunities for additional training necessary to continue to meet their responsibilities.

D. If the governing authority employs an administrator, that person alone is responsible for the employment, discipline, and release of all other staff, subject to established personnel policies.

E. An employee or volunteer is never wholly separable from the institution and actions by an employee or volunteer may reflect upon the organization or be attributed to it. Therefore, the employee or volunteer must be concerned not only with his or her motivations as he or she sees them, but also with the way those actions could be perceived by others.

F. Institutions have the responsibility to respect the privacy of their members, volunteers, and employees and act in their best interests.

G. Institutions shall not discriminate against anyone on the basis of race, color, creed, age, sex, religion, nationality, sexual orientation, disability, or gender identity.

H. Employers and volunteer managers shall not engage in or condone any type of

harassment or discrimination.

I. Institutions and individuals working and volunteering in the history field shall observe confidentiality and treat colleagues with respect, fairness, courtesy, and good faith, avoiding relationships with others which could compromise professional judgment or their reputation.

Revenue Producing Activities

Activities that involve the marketing and sale of products, programs, services, and facilities are acceptable ways to produce support revenues and increase public awareness of, and participation in, historical activities.

A. No such activities shall be undertaken that violate or compromise the integrity of an institution's mission, the ability of an institution or individual to meet professional standards or an institution's nonprofit status.

B. Control of products (e.g., exhibitions, publications, collections, programs) shall neither be delegated nor abrogated to outside parties in order to obtain financial support.

C. History organizations shall review the potential cultural sensitivity of materials considered for commercial use with representatives of the appropriate affiliated communities.

Conflict of Interest

History organizations exist to serve the public interest and must always act in such a way as to maintain public confidence and trust.

A. All governing authority members, employees, and volunteers shall be careful to avoid the appearance and the reality of using their positions or the information and access gained from their positions for personal gain or for the benefit of another organization. They must exercise discretion and maintain the confidential nature of proprietary information.

B. Board members, volunteers, and employees shall refrain from personal collecting in any manner that conflicts with the interests or credibility of the institution and its policies. Institutions are encouraged to obtain statements of personal collecting interests before individuals become associated with them.

C. Collections shall not be made available to any individual on any basis for personal use, either on or off the premises or for any other purpose and contrary to the adopted collections policies.

D. History organizations and their representatives must protect the integrity of their institutions from both the reality and the appearance of undue influence by donors, sponsors, and other sources of financial support.

Social Responsibility

A. History organizations and agencies shall act to ensure that the breadth of American experiences and perspectives is represented accurately in staffing and operational activities.

B. History organizations shall provide leadership to the field in becoming representative of our diverse society through equity in staffing, training, collecting, programming, and marketing.

Intellectual Freedom

Historical scholarship and interpretation depend upon free and open exploration and interpretation of the human experience.

- A. Historical institutions must respect other legal, ethical, and cultural standards regarding individual privacy, human-based research and access to and use of sensitive cultural materials.
- B. Historical institutions and their representatives shall respect the rights and authority of individuals and cultures that had no voice in the disposition of those collections related to them.
- C. AASLH recognizes the diversity and variety of historical interpretation and therefore supports open and thoughtful scholarly debates.
- D. Once employed or engaged, all persons deserve the professional respect and support necessary for professional growth and advancement. Such respect precludes unequal treatment based on any nonprofessional criteria. In particular, it precludes any harassment or discrimination, which is unethical, unprofessional and threatening to intellectual freedom.



GLENDORA HISTORICAL SOCIETY

VOLUNTEER APPLICATION

Thank you for your interest in helping the Glendora Historical Society achieve its mission. We value your contributions. Please fill out this volunteer application; read and sign the volunteer agreement and all attachments.

The Glendora Historical Society values your privacy and will never share your information with anyone outside the organization.

TODAY'S DATE: _____

FULL NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PREFERRED CONTACT INFORMATION:

E-MAIL _____ PHONE _____

Are you currently a member of the Glendora Historical Society?

Please, Check One: ADULT

MINOR

IF MINOR, NAME AND CONTACT INFORMATION OF PARENT OR GUARDIAN

FULL NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PREFERRED CONTACT INFORMATION:

E-MAIL _____ PHONE _____

EMERGENCY CONTACTS

Full Name _____

Relationship _____ Phone _____

Full Name _____

Relationship _____ Phone _____

My signature below certifies that all statements made on this application are true, complete, and correct to the best of my knowledge and belief. I understand that these statements are subject to verification. I understand that falsification of this application can disqualify me from consideration or result in not being selected as a GHS volunteer. I have read the Glendora Historical Society Mission Statement (attached). I certify that I have read, understood and signed the Volunteer Agreement (attached). Furthermore, my signature below provides my authorization for GHS to conduct reference checks to determine my suitability for selection and placement.

Signature: _____

PARENT OR GUARDIAN CONSENT: I give my consent for my child, to provide volunteer services to GHS. I also give GHS my consent to obtain emergency treatment necessary for the safety of my child.

Signature: _____

REFERENCES - Please give us the name and contact information for two references who are not part of your family.

Full Name _____

Relationship _____ Phone _____

Full Name _____

Relationship _____ Phone _____

Please tell us a little about yourself including background, experience and previous volunteer work so that we may find the best place for you in our activities.

What interests you about volunteering for the Glendora Historical Society?

Are you interested in leading tours of the Glendora Historical Society Museum or of Rubel Castle Historic District?

Have you volunteered for other non-profit organizations before?

Name of the organization(s) and type of work performed

Please tell us something about your work experience

Please tell us about any hobbies or other interests you have

Do you have any other skills that might be helpful to the Glendora Historical Society?

AVAILABILITY: The Glendora Historical Society invests time and resources into the recruitment, orientation, placement and training of our volunteers. As such we require a minimum commitment of 6 volunteer hours per month. Additionally, we ask that a minimum commitment of 6 months be made to the volunteer program. Most Shifts are approximately 3 hours in duration.

Which days are you available to volunteer?

Do you prefer morning, afternoons or evenings?

I am specifically interested in volunteering in the following Historical Society areas:

Finance	Preservation and Conservation
Fundraising	Exhibition planning and preparations
Information Technology	Special Events
Historical Research	Marketing and Publicity
Historical Interpretation	Merchandising
Education	Giftshop
Tours	Administration
Writing	Archives and registration
Curatorial activities	Facilities maintenance
Collections management	Membership recruitment
Public programming	Oral Histories

I have skills in the following areas:

Architecture	Copy Writing, Editing
Event Planning	Education
Administration	Accounting
Library Services and Archives	Legal Affairs
Arts & Crafts	Historical Research
Textiles, Clothing, Fashion	Fundraising
Public Relations, Marketing	Web Design, Computer programming
Performing Arts	Database Management
Social Media	Photography
Exhibition Design	Other:
Graphic Design, Illustration	

Are you interested in possibly filling a leadership roll in the Society?



GLENDORA HISTORICAL SOCIETY

STATEMENT OF PURPOSE/MISSION STATEMENT

The specific purposes of the Glendora Historical Society is to preserve, and hold in the public trust, a record of the history of the City Glendora, the region prior to its incorporation, its changing land use, and its diverse fluctuating population. The Society will house its main collections in and operate the Glendora History Museum and will be the steward of the Rubel Castle Historic District, including the buildings and objects within. It will perform these functions by engaging in the following activities:

(1) **HISTORY** - preserving the history of Glendora by collecting and preserving records, documents and non-tangible material including oral histories that provide a chronicle of the history of Glendora, and by appropriately archiving that material.

(2) **COLLECTIONS** - acquiring material culture objects that explain, interpret, or illuminate the history of Glendora and Rubel Castle and that support the Society's mission.

(3) **PRESERVATION** - providing responsible stewardship to the collections by engaging in appropriate conservation of the historic records and collections objects listed in 1 and 2 above.

(4) **EXHIBITIONS** - producing exhibitions at both the Glendora History Museum and Rubel Castle Historic District that help interpret the history of Glendora and the Society's collections to the visiting public.

(5) **EDUCATION** - engaging in educational activities that activate both the history of Glendora and the Society's collections to the visiting public.

(6) **SCHOLARSHIP** - supporting scholarship in the form of original research and publication by both historical society members and outside scholars by providing appropriate access to and use of the collection.



GLEN DORA HISTORICAL SOCIETY

VOLUNTEER AGREEMENT

This Agreement, between _____ (“the volunteer”) and Glendora Historical Society (“GHS”), a 501(c)3 nonprofit corporation organized under the laws of the State of California, sets forth the responsibilities and understandings of the volunteer and of GHS regarding the volunteer’s participation in volunteer programs partially or wholly coordinated by GHS, including but not limited to Rubel Castle Historic District and Glendora Historical Society Museum. The volunteer and GHS agree as follows:

INDEMNITY FROM LIABILITY

1. The volunteer performs the service of the volunteer’s own free will, without promise, expectation, or receipt of remuneration. The volunteer is not an employee or agent of GHS for any purpose; the volunteer’s services are not mandated by GHS.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with the express written consent of the volunteer’s parent or legal guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer’s negligent or intentional acts, or the negligent or intentional acts of others; that while GHS has taken steps to reduce the chances of injuries or harm to the volunteer, that GHS has no control over most risks, and, thus, cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer’s property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer agrees to waive and release GHS, its officers, directors, employees, agents and volunteers from any and all potential claims for injury, illness, damage, or death which the volunteer may have against GHS that might arise out of the volunteer’s service and to hold GHS harmless therefrom.

5. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person(s) being helped, may occur as a result of the volunteer's negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsibly in serving others.
6. If any injury or loss to another does occur due to the volunteer's intentional actions or due to volunteer's negligent actions arising outside the scope of the volunteer's activities, the volunteer must accept the liability for and repair, or make reparations for, the harm done.
7. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile liability insurance when driving a non-GHS vehicle as well as when driving GHS owned vehicles to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
8. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.
9. Since volunteers are not GHS employees, GHS does not provide workers' compensation coverage for injuries or illnesses to the volunteer arising out of volunteer activities.
10. COVID-19. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By volunteering with GHS, you voluntarily assume all risks related to exposure to COVID-19. The volunteer agrees to follow the guidelines of the Centers for Disease Control and Prevention (CDC) to limit exposure and/or transmission of COVID-19, including social distancing and safe work practices. In addition, the volunteer agrees to follow all instructions and policies from GHS staff related to COVID-19 safety procedures. Should the volunteer fail to uphold a high standard of safety, he/she may be relieved of volunteer duties at any time.
11. I understand that the materials and tools provided by GHS are and remain the property of GHS, and I agree to return these tools and any remaining materials to GHS at the end of my volunteer service.

TRAINING AND CONDUCT

12. I understand that while volunteering for the GHS I act as an ambassador for the Society, its mission and programs to the public, I agree to conduct my self in a professional manner and to positively and accurately represent GHS and its mission, and to give an accurate representation of the history of Glendora and the Society's collections.
13. I agree to follow all federal, state and local laws, as well as GHS Bylaws, Standing Rules, official policies and the directions of my supervisor whether an employee or volunteer while performing my duties.

14. I agree to voluntary and periodic performance reviews by my supervisors or other officially sanctioned GHS personnel; that if my conduct or performance does not meet the standards required by GHS my volunteer position and privileges may be revoked at any time by the appropriate personnel.

15. I agree to maintain the security protocol for all GHS collections objects, internal records and building sites; that all security codes and passwords must be kept confidential and shall not be shared with anyone without prior approval; that access to the GHS collections, building sites and internal records is privileged and shall not be given to anyone without prior approval; that all keys are property of GHS and shall be returned upon request.

16. I agree to engage in any and all training necessary to perform by duties that may be required by GHS including, but not limited to: organizational policies; use of tools, equipment and materials; educational content and historical interpretive material.

PERMISSION TO PHOTOGRAPH. By Signing this form I understand that GHS program activities and events may be photographed, video or audio-taped for education and publicity purposes and hereby give my consent for my image to be used without compensation.

SEVERABILITY. If any provision of this Agreement shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.

By signing this form, I confirm that I have carefully read and fully understand the contents of this agreement and sign of my own free will.

Signature _____

Printe Name _____ Date _____

If volunteer is under 18 years of age, PARENT OR LEGAL GUARDIAN must read and sign the following: I have read and understood the above Volunteer Agreement and hereby consent to the above named minor's participation in volunteer service at GHS. This release, its significance, and assumption of risk have been explained to and are understood by the minor.

Signature _____

Printe Name _____ Date _____



GLENDORA HISTORICAL SOCIETY

REIMBURSEMENT REQUEST FORM

Submitted by: _____

Date: _____

Budget Line Item: _____

Approved Amount: _____

Amount Spent to Date: _____

Receipt for (attached)

Amount

Total

Amount Now Available (Remaining):

Approved by (supervisor): _____