

# VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

## BUILDING COMMITTEE

### *Ad-hoc Committee*

The Building Committee shall, as requested by the Board of Directors, the President, the membership, or on its own initiative, lead and guide the process of expanding the museum facilities of the Valdez Museum & Historical Archive Association, Inc. so that we can effectively accomplish our mission, which is to preserve, present and interpret the heritage and culture of Valdez, the Copper River Basin and Prince William sound, Alaska. The Building Committee has been authorized by and is accountable to the VMHA Board of Director to coordinate all issues as it relate to the expansion of the facilities of the Valdez Museum.

#### **Duties:**

Matters referred to the committee by the Board of Directors, the President, the membership, or on its own initiative will be reviewed and presented as agenda items at the next meeting of the Board of Directors in-person. The Building committee is empowered to make recommendations to the Valdez Museum & Historical Archive Association, Inc. Board on matters relating to the Pre-planning phase of a new/expanded Museum facility

#### **Specific Building Committee Responsibilities**

1. The Building Committee Chairperson shall be appointed by the Museum Board President. The Building Committee will consist of no more than five members of the Board, the Executive Director, the Curator of Collections & Exhibitions, the Curator of Education & Public Programs, the Communications and Marketing Manager, four representative from the City of Valdez, including but not limited to, the City Manager, the Director of Economic Development, the Director of Capital Facilities, and a Project Manager. Other people with expertise should be used as resources to the Building Committee, but are not required to be a member of the Building Committee.
2. The Building Committee shall meet monthly
3. The Building Committee shall report to the Board monthly through minutes of meeting and or by presentations.
4. The Building Committee has been empowered by the Board to make all decisions with the parameters of the \$XXXXX budget for the project.
5. Decisions of the Building Committee will be by consensus.
6. The Building Committee shall have sub-committees as necessary.

#### **Building Committee Member Duties and Commitments**

Because of the extreme importance and significance of the task given to the Building Committee, the following individual duties and commitment are requirements for participation.

Each member of the Building Committee shall commit to the following:

1. To serve on the Building Committee for the duration of this project
2. To be prompt and attend all meetings of the Building Committee unless it is absolutely necessary to absent because of an unavoidable work situation or illness.
3. To inform the Chairperson if unable to attend a meeting including a reason why.
4. To agree that any decisions made in my absence will not be revisited.
5. To actively participate in and contribute to the discussion by making ideas and feelings known.
6. To respect the participation and contributions of others to the discussion even though there may be disagreement with them.
7. To respect the confidentiality of all discussion as appropriate.
8. To strongly support (verbally and no verbally) decisions made by the Building Committee (i.e. We decided to...NOT Although I disagreed, the Building Committee decided to...)
9. To insure that input from members outside of the committee will only be received as input so that it can be given to the Chairperson to include on the agenda at the appropriate time.
10. To not use cell phones during the meeting, unless notification is given to other members at the beginning of the meeting that an emergency call might be received. (That means turn them off or to silent/vibrate)
11. To share the workload outside the meeting assignments.
12. To review and study agendas, minutes, and any other document made available prior to and after meetings in order to be full informed and prepared to discuss the issues at hand.

### **Duties of the Chairperson**

1. Chair all meetings.
2. Prepare an agenda for each meeting, seeking input from the architect, contractor, project manager, staff, committee members, and input forms; or to direct the agenda to be prepared by another.
3. See that agenda is made available to the Committee members at least two days prior and preferably 5 days prior.
4. Serve as Primary Board Contact with Museum Staff, City of Valdez Representation, Architects, contractors and project managers.
5. Make any needed presentations to the Board for their input/ratification.

### **Duties of the Vice Chairperson**

1. To fulfill the duties of the Chairperson in the Chairpersons absence.

### **Duties of the Executive Director**

1. Cast the vision for the project and focus all energies on leading the Museum's mission
2. Ensure that all Museum Staff channel sufficient input to the Building Committee early in the process.

3. Keep the membership and community informed throughout the project with communication authorized by the Building Committee.

**Acknowledgement by Each Member**

I will need the following in order to participate as outlined above:

1. Support and acceptance of the other Building Committee members.
2. To be contacted in a timely manner about meetings, etc. including receiving the agenda for the meeting in advance and minutes of meetings soon thereafter.
3. I need to be reminded of meetings:

... 3 days before

... 1 day before

... day of

... never

4. The best way to contact me is:

... Email \_\_\_\_\_

... US Mail \_\_\_\_\_

... Telephone \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_