

Museum Services Coordinator

The Museum Services Coordinator, a voting member of the Guild Board of Directors, is appointed by the President to serve as liaison between the Guild Board and the Chairs/Liaisons in the Museum Services jurisdiction.

The Museum Services Coordinator:

- Accepts and carries out such duties as may be assigned by the President of the Board of Directors in addition to those stated.
- Attends all meetings of the Board of Directors and Guild and other such meetings as required by the President.
- Acknowledges, by thank-you note or other means, appreciation for work done by Chairs/Liaisons.
- Reviews the content of the public section of the Guild website to determine the accuracy and currency of the information pertaining to Museum Services, and/or the Coordinator's role, and sends necessary changes to guildwebmaster@heardguild.org.
- Submits monthly and annual reports as determined by the Board and/or President.

Tasks

- Is a liaison between the Guild Board of Directors and the Information Desk, Billie Jane Baguley Library & Archives, and the Museum Shop Committee.
- Obtains progress reports from these Chairs/Liaisons to report at each Guild Board meeting and relays information from the Board to the Chairs/Liaisons.
- Assists the Guild President in filling the Chairs/Liaisons roles.
- Orients new Chairs/Liaisons to their responsibilities and monitors progress during the year.
- May serve as Chair of a committee.

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