

Museum Shop Board Chair

The Museum Shop Board Chair, a Guild and Heard Museum member who has served a minimal term of one year on the Museum Shop Board, is appointed to a one-year term by the Museum Services Coordinator with the approval of the Guild President. The Chair manages the Museum Shop Board that is responsible for recruiting, training, continuing education, scheduling and management of all volunteers who work in the shops at the Heard Museum.

Tasks:

- Works closely with the Museum Shop Manager to develop, update and implement the policies and procedures governing all volunteer activities in the shops.
- Conducts regular meetings of the Shop Board from September through May.
- In conjunction with the members of the Shop Board, arranges continuing education events, including workshops, for all shop volunteers.
- Makes all room arrangements with the Museum Events Coordinator.
- Works closely with the Guild Coordinator of Museum Services, who represents the Shop Board to the Guild Board of Director.
- Writes and submits articles to the Guild monthly newsletter about the shops, including the scheduling of upcoming events and the need for extra volunteers.
- In consultation with senior shop staff, selects the replacement of members of the Shop Board, when a term in office expires or when a member resigns before the expiration of his/her position.
- With input from senior shop staff and guild Museum Services Coordinator, selects the incoming Shop Chair.
- In cooperation with the Shop Board Manager, secures and organizes volunteers at the shop for special occasions and events, such as for member sale nights and new museum exhibit openings.
- By April 30 of each year, presents to the Guild Board of the Directors a report on volunteer activities, to include: the names of those all those who were trained during the year, those who volunteered their time to any of the Museum's shops, and volunteer hours annual records.
- Acknowledges by thank-you note or other means, his/her appreciation for the work done by the volunteers.
- With input from the members of the Shop Board and senior shop staff, selects the outstanding shop volunteer of the year.
- As requested by the Guild President, supervises the providing of hospitality to at least one Guild general meeting, including providing refreshments before the start of the meeting, and cleaning up after the meeting.