

Policy #1: Authority and Collections Responsibility Statement

The responsibilities and legal elements that come with housing a collection are significant and shared by the Board of Directors, Collections Committee, Curator, and Building Manager. The Board of Directors will be the main authority and, with consideration of recommendations provided by the Collections Committee, review all major choices of the Curator to determine the effects of the proposals on the Museum. Major topics of discussion with the Board and the President include but are not limited to accessioning an object, deaccessioning an object, new exhibitions, and increase of budget. The Collections Committee will bring these topics of discussion to the Board's attention as necessary.

The Curator will be responsible for the primary functions and management of the Museum and collection. The Curator's job is to assure policies, procedures, and personnel are all managed properly. The Curator may delegate minor responsibilities to volunteers and interns as long as their work is closely monitored. The Curator will report through the Collections Committee to the Board of Directors and President.

The Building Manager will ensure all maintenance concerns are properly addressed and, as required, brought to the attention of the Board of Directors and President through the House Committee.