

Job Duties and Responsibilities

Chair of Museum Committee

Overview

The overall role of the Chair is to ensure that Museum Committee members are well prepared for the meetings and that the meetings proceed in an efficient and effective manner. In addition, the Chair ensures the SDAD Board is informed of the Committee activities. The Museum Committee's main responsibility is to maintain the archives of deaf history and culture in South Dakota.

Duties and Responsibilities

- Oversee the care and acquisition of objects, artifacts, articles/publications, and images for the collection.
- In charge of the museum and its workings.
- Keep track of all museum objects and maintain records of borrowing.
- Carefully watch the safety and coordination of objects on displays.
- Work with volunteers to ensure the museum runs smoothly.
- Manages requests for rights and reproduction of images.
- Give a presentation on deaf history and culture upon request.
- Develop and implement a plan to establish a museum and/or virtual program.
- Partner with SD School for the Deaf and/or private stakeholder(s) to establish a "permanent" museum and/or virtual program.
- Submit a narrative report of the committee activities to the President on a quarterly basis.
- Be present at the Board meetings and the organization's biennial conference upon request.