



## Committees

Standing Committees	Function
<p><b>Program</b></p> <p>TBA (Chair)            David Farnham (Local History)            Rich Meserve</p>	<p>Propose and arrange Society events, Society participation in cooperative events, and Society responses to support community events. Coordinate with other organizations engaged in history-related activities.</p>
<p><b>Museum Operations &amp; Exhibits</b></p> <p>Betsy Whitcomb (Chair)            Erin Cadigan (Exhibits)            Sue Farnham            Ann Gagnon</p>	<p>Recruit, train and schedule staffing for open hours at the Museum.</p>
<p><b>Collections</b></p> <p>Ann Gagnon (Chair, Traditional Catalog)            Ron Scorsone (Digital Catalog)            Erin Cadigan (Policy)</p>	<p>Manage the Society's collection of artifacts, documents, books, etc., so they may be accessible to the community. Oversee accessioning (to include cataloging), preservation and, if appropriate, deaccessioning.</p>
<p><b>Local History</b></p> <p>David Farnham (Chair)            Ann Gagnon            Betsy Whitcomb            Sue Farnham            Erin Cadigan            Sally Farneth</p>	<p>Respond to requests from the Program Committee, Society members, and the community for information related to the history of Falmouth and its people. Recruit, train and organize volunteers to research and respond to queries.</p>

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<p><b>Administration</b></p> <p>Sue Farnham (Chair) TBA (Membership Secretary)</p>	<p>Oversee the handling of correspondence and telephone messages to ensure that the Society responds to members, the community and businesses in a timely fashion.</p> <p>Process new memberships and renewals. Send renewal notices by postal mail semi-annually. Send donation receipt letters.</p>
<p><b>Communications</b></p> <p>Erin Cadigan (Chair) TBA (Newsletter) TBA (Social Media)</p>	<p>Keep the membership and the community informed about Society activities through public announcements, the newsletter, and through social media.</p>
<p><b>Finance</b></p> <p>David Farnham (Chair, Treasurer) Rich Meserve (Vice President) Development committee chair (TBA)</p>	<p>Develop the budget for the next fiscal year. Review income and expense against budget and recommend any necessary adjustments to the Board of Directors.</p>
<p><b>Development</b></p> <p>TBA (chair) David Farnham (Treasurer) Program Committee Chair (TBA) Ron Scorson (Merchandise)</p>	<p>Propose fundraising strategies and activities to the Board of Directors. Implement fundraising activities (in conjunction with the Program Committee, as appropriate)</p>
<p><b>Merchandise</b></p> <p>Ron Scorson (Chair) TBA (Online Sales)</p>	<p>Manage the inventory of merchandise for sale.</p> <p>Process online orders of merchandise.</p>

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<p><b>Museum Buildings &amp; Grounds</b></p> <p>Ron Scorsone (Chair)  Rich Meserve (Groundskeeping)  Sue Farnham (Gardening)</p>	<p>Oversee the upkeep and maintenance of Museum buildings and grounds. Propose facilities improvements to the Board of Directors.</p>
<p><b>Technology</b></p> <p>David Farnham (Chair, Online Accounts, websites)  Ron Scorsone (Museum IT, Digital Catalog)</p>	<p>Propose information technology strategy to the Board of Directors. Oversee Society use of technology. Perform system administration. Provide close support.</p>

Special Purpose Committees	Purpose and Goals
<p><b>Audit</b></p> <p>Carol Kaufmann (Chair)  Ron Scorsone</p>	<p>Review and assess the accuracy of the Society's financial records for past years.</p>
<p><b>Nominating</b></p> <p>Rich Meserve (Chair)  Betsy Whitcomb</p>	<p>Recruit candidates for vacant leadership positions (officers, board members, committee chairs) and nominate them to the Board of Directors</p>
<p><b>Cookbook</b></p> <p>Betsy Whitcomb (Chair)  Sally Farneth  Sue Farnham  Sheri Fistal  Ann Gagnon  Diane Howe</p>	<p>Revise and publish the Falmouth cookbook.</p>