

Duties of Officers and Committees

I. Officers

Chairman

Preside at meetings
Appoint committees and their chairmen
Report annually to Walker County Commissioners Court
Usual powers of supervision and management
Ex-officio member of all committees except Nominating Committee
Other duties designated by Commission

Vice Chairman

Assist Chairman in all executive functions
Perform in place of Chairman when necessary
Arrange monthly programs
THC seminars

Secretary

Record the minutes of all meetings
Arrange for the meetings
Make assignments for refreshments at meetings
Attend to all correspondence
Co-sign all agreements and instruments with Chairman
Perform other duties as normally pertain to the office
Maintain current list of active and emeritus members
Take attendance at meetings, including visitors, and determine quorum
Mail meeting handouts to emeritus and absent members

Treasurer

Receive all moneys given to or earned by WCHC
Act as custodian for all monies and deposit them in the bank or savings account
Present accurate accounting of funds at regular and annual meetings
Report income and expenditure items for period
Compare balance to previous month
Disburse funds upon approval of the Commission
Sign all checks along with another officer
Perform other duties as normally pertain to the office
Serve as chairman of the Finance and Budget Committee

Reporter

Furnish account of meetings to county newspapers and radio stations
Handle printed notices of regular meetings at least one week prior to meeting
Handle all publicity
Serve as chairman of Publicity Committee

Parliamentarian

Appointed by Chairman

II. Committees

A. Standing Committees

Executive Committee

Comprised of all officers and chairmen of Standing Committees

Outline and organize work of Commission

Authorize routine expenditures

Finance and Budget Committee

Prepare an annual budget for Commission

Raise funds to supplement those provided by Commissioners Court

Monitor Treasurer's records

Pursue HOT funds from City of Huntsville

Raven Ride fundraiser

Museum Committee

Acquire, preserve, store, and display of historical materials, documents, artifacts and photographs

Establish, improve and support Walker County Museum and solicit funds therefor

Write and update County history

Supervise reproduction of scarce historical materials

Serve as museum governing board

Arrange and conduct tours of the Museum and other historical sites

Preservation Committee

Locate historical structures in danger of destruction

Alert membership concerning such structures

Make efforts to preserve and restore such structures

Present awards to owners for preservation and restoration of such structures

Historical Marker and Research Committee

Locate, study and describe subjects and sites for possible marking

Prepare and submit applications

Update marker lists

Secure locations and permission for erecting markers

Arrange for payment of markers

State and County Heritage Days Committee

Organize and execute special programs on days to honor forebears

Texas Independence Day and Sam Houston's Birthday Celebration

Oakwood Cemetery Tours

Circulate related material

Publicity Committee

Provide public with information on Commission and its committees

The Reporter is Chairman of this committee

Promote heritage tourism

Maintain web site

Maintain Facebook page

Attend Chamber tourism and Hospitality Group meetings

Telephoning Committee

Inform members of all meetings and events

Activities Coordinator and Committee

Assist Chairman in carrying out programs and fundraisers

Dinners, public activities at Gibbs-Powell House

Organize and direct cemetery tours

B. Special Committees

By -Laws

Study and make recommendations for changes to By-Laws

Publications

Develop, write, publish and republish books and brochures

Membership and Volunteers

Promote membership in WCHC

“Bring a Friend” campaign

Promote and coordinate volunteers at WCHC

Note: Duties in normal type are in the By-Laws. Additional duties requested by the Commission in italics.