

## **HERITAGE COMMITTEE CHARTER:**

### **Overall Roles and Responsibilities**

The Heritage Committee goal is to preserve, protect, and circulate Jonathan Association historical artifacts, documents, and photos in order to share history and plan for the future.

### **Responsibilities**

The specific responsibilities of the Heritage Committee include:

- Recommending to the board policies and processes designed to preserve, protect, and circulate historical items.
- Recommending new ideas and procedures for such preservation and display.
- Conducting meetings and discussions, as needed, to work toward shared goals.
- Reviewing the current state of historical items on hand at Karen House.
- Advising management on plans for copying and storage of historical materials.
- Overseeing the display and safety of documents, maps, photos, and articles.

### **Meetings**

The Heritage Committee meets when necessary at the call of the committee chair. Meeting dates and times are communicated through telephone, text, or email.

### **Members**

Current committee chair: Marsh Halberg

Committee members: Denise Hedtke, Deb Perry, Mary Stapleton

### **Reports**

The committee will prepare and deliver monthly reports to the Jonathan Association Board of Directors as activity demands.

### **Annual Committee Goals**

The Heritage Committee will establish annual goals specifying its principal work focus areas for the coming year.