

Clayton Historical Society

2nd Vice President

Job Description & FY 2009 Budget

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Job Description

The following is a summary of the desired job description for the 2009-2010 2nd Vice President position, which is filled by Ted Meriam.

1. Museum & Society Operations

A. BUSINESS PROCESSES

Improving business efficiency through well-defined processes.

- Create business processes for essential tasks, like: reimbursements, membership updates, recording volunteer time, etc.
- Develop tools that support business processes.
- Train personnel on new procedures.
- Publish reports on data to derive business intelligence for key stakeholders.

B. FUNDRAISING

Providing essential capital to support the longevity of the organization.

- Evaluate current revenue streams and their long-term viability.
- Investigate new funding opportunities via events, grants, and donors.
- Support both day-to-day operations and large capital projects.

C. MARKETING

Presenting the Museum and Society in such a manner as to make them desirable.

- Explore new ways to promote the organization to the community.
- Ensure consistent touch with customers (members, the public, volunteers) via regular events, newsletter, website updates, etc.
- Protect and improve the brand of the organization.

D. VOLUNTEER OUTREACH

Helping our volunteers realize their full potential.

- Create personnel files for each volunteer.
- Interview volunteers to understand why they are involved and how the Board can help support their efforts.
- Attract and retain a diverse and talented set of personnel.

2. Technology Services

A. CORE INFRASTRUCTURE

Providing key infrastructure to support the organization.

- Evaluate and recommend core IT capital assets like: desktops, network, printers, scanners, and servers.
- Examine the effectiveness of core IT services (like Internet, support, telecom) and recommend areas of improvement.
- Create and deploy new IT services that support daily operations.

B. TRAINING

Empowering personnel via the power of technology.

- Be available to answer questions.
- Educate appropriate staff members on current and new technology offerings.

C. MUSEUM

Advancing the organization's mission by using technology.

- Help create the long-term vision for a digital collections archive.
- Investigate how technology can be integrated into exhibits.
- Bring more educational content onto the website.

D. SUPPORT

Acting as a trusted advisor to the organization.

- Reactive – respond to technology problems in a timely fashion.
- Proactive – actively recommend and implement business improvements to IT.

E. WEBSITE

Opening the digital doors of the business to an online audience.

- Maintain and update content on a regular basis.
- Investigate how the web can further reach a digital society.

FY 2009 Budget

The following is a summary of the FY2009 budget to support the 2nd Vice President position.

Expenses

1. MUSEUM AND SOCIETY OPERATIONS

- It is assumed that basic necessities – like file folders, paper, pens, and other office supplies – are budgeted and accounted for in another line item.
- At this time, no budget is needed to support this job function.

2. TECHNOLOGY SERVICES

- The technology budget will provide for capital IT assets and support contracts only.
- IT services – like Internet access and telephone – are currently budgeted and accounted for in another line item.

Item	Description	Estimated Cost
HARDWARE		
Core Network Router	Will support multiple computers, remote access, and advance security.	\$ 125
Network Wiring	Will connect multiple devices to the router.	\$ 30
Curator Computer	Will support curator duties and dissipate the demand for our current one computer.	\$ 600
Curator Scanner	Will support curator duties and dissipate the demand for our current one scanner.	\$ 175
Curator Printer	Will support curator duties and dissipate the demand for our current one printer.	\$ 175
Museum Server	Will lower business risk (backup files), offer secure remote access, host internal website, and increase business efficiency.	\$ 1,200
SOFTWARE		
Microsoft Office Ultimate 2007 (2)	Productivity software for new computers.	\$ 155
Microsoft Windows Home Server	Operating system for new server.	\$ 40
SUPPORT SERVICES		
Past Perfect Support Agreement	On-going contract for digital collections software.	\$ 300
GRAND TOTAL		\$ 2,800

Revenue

THE MICROSOFT CORPORATION

- Presently, the Microsoft Corporation has made contribution to the Clayton Historical Society at a rate of \$17.00 per hour on behalf Ted Meriam's volunteerism.
- Over the past year, donations have averaged \$600 per quarter or \$2400 annually. Ted expects contributions to increase upwards of \$1000 per quarter or \$4000 annually due to his increased responsibilities as a Corporate Officer.
- In support of Microsoft's mission (to "enable people and businesses around the world to realize their full potential" through technology), Ted suggests that part of these contributions fund his annual technology budget.