

AMENDED BY VILLAGE BOARD 8/18/14 – confirmed by Village Board 7/15/19

MISSION STATEMENT: The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

PURPOSE: The purpose of this motion is to reorganize the governing body of the Emily L. Knapp Museum.

BOARD MEMBERS: The Emily L. Knapp Museum shall be managed by a Board composed of the Village Historian and no fewer than four nor more than eight other members. All Board members shall be residents of the Village of Brockport. The Museum Board may recommend prospective members to the Mayor. All members shall be nominated by the Mayor of the Village of Brockport and appointed by the Board of Trustees of the Village of Brockport. The Museum Board members shall select a Chair from among its members. The Board members may create and fill from among its members other Board offices. The Museum Studies/Public History Program of the College of Brockport may propose to the Mayor one of its faculty members for non-voting membership on the Board to be nominated by the Mayor and appointed by the Board of Trustees. The initial appointments of the members of the Board shall be for one, two, or three years. The members in each category shall be determined by lot, the number of members in each category being as nearly equal as possible. All appointments and reappointments thereafter shall be for three-year terms. A member of the Board of Trustees shall serve as liaison to the Museum Board without a vote.

VOLUNTEERS: The Museum Board may be assisted in its operations by volunteers who shall indicate their availability by filing "Position Interest Forms" with the Village Clerk, who shall solicit the recommendation of the Museum Board Chair. Volunteers shall be appointed for indeterminate terms by the Board of Trustees upon nomination by the Mayor and shall serve at the pleasure of the Board of Trustees. Village residency is not required for volunteers.

TASKS OF THE MUSEUM BOARD CHAIR: The Chair of the Museum Board shall:

- serve as registrar, curator, conservator, and public educator of the Museum's collections.
- call regular, official meetings.
- provide the Village Clerk with a schedule of meetings and meeting notices.
- chair all meetings.
- submit meeting minutes to the Village Clerk.
- report to the Village Board at least annually on the state of the museum and the accomplishments and goals of the Museum Board.

TASKS OF THE MUSEUM BOARD: The Museum Board shall:

- collaborate with the liaison from the Village Board.
- ensure that all appropriate Museum records are maintained and provided to the Village Clerk.
- adopt budget requests to be submitted to the Village Board.
- maintain records of all receipts and expenditures by the Museum Board.
- provide recommendations to the Mayor with respect to the appointment and termination of volunteers.
- set museum hours and staffing schedules, subject to review by the Village Board.
- prepare and submit to the Village Board annual and short-term goals and objectives.
- review and revise goals and objectives as appropriate.

TASKS OF MUSEUM VOLUNTEERS: Museum Volunteers shall:

- assist the Museum Board in staffing the Museum.
- advise the Museum Board.
- assist the Museum Board in pursuing its goals and objectives.