



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Committee, Committee Members, Committee Chairperson
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Position Titles: Committee, Committee Member, Committee Chairperson

Description/Purpose of Assignments:

A committee consists of one or more persons (committee members) that assist the FRRS President and FRRS Board of Directors. Committees can formally draw together people of relevant expertise from different parts of the society that otherwise would not have a good way to share information and coordinate actions. They may have the advantage of widening viewpoints and sharing responsibilities. Experts can be appointed to the committee to recommend actions in matters that require specialized knowledge or technical judgment.

The committee chairperson reports to the FRRS Board of Directors and the FRRS President.

The committee members report to the committee chairperson.

These positions are vital to the museum and requires patience and strong attention to detail.

Power and authority:

Generally, committees report to the FRRS Board of Directors and the FRRS President. Committees do not usually have the power to act independently unless such power was granted when the committee was formed.

Procedures:

When a committee is formed, a "chair" or "chairperson" is designated for the committee. Sometimes a vice-chair (or similar name) is also appointed. It is common for the committee chair to organize its meetings. Sometimes these meetings are held through teleconferencing or other means if committee members are not able to attend in person.

The chair is responsible for scheduling and running the committee meetings. Duties include keeping the discussion on the appropriate subject, recognizing members to speak, ensuring records of the meetings are maintained and confirming what the committee has decided (through voting or by unanimous consent). Using Roberts Rules of Order Newly Revised (RONR), committees may follow informal procedures (such as not requiring motions if it is clear what is being discussed). The level of formality depends on

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the size and type of committee. Committees considering crucial issues may require more formal processes.

Minutes are a record of the decisions at meetings. They can be taken by a person designated as the committee secretary. In most cases, committees are not required to keep formal minutes. However, the FRRS President and FRRS Board of Directors may require that specific committees take minutes, especially if the committees are public ones subject to open meeting laws.

Committees may meet on a regular basis or meetings may be called irregularly as the need arises. The frequency of the meetings depends on the work of the committee and the needs of the society.

When the committee completes its work, it provides the results in a report to the FRRS President and FRRS Board of Directors. The report may include the methods used, the facts uncovered, the conclusions reached and any recommendations. If the committee is not ready to report it may provide a partial report or the FRRS President and FRRS Board of Directors may discharge the committee of the matter so that the FRRS President and FRRS Board of Directors can handle it. In addition, if members of the committee are not performing their duties, they may be removed or replaced by the FRRS President and FRRS Board of Directors. Whether the committee continues to exist after presenting its report depends on the type of committee. Generally, committees established by the bylaws or the organization's rules continue to exist, while committees formed for a particular purpose go out of existence after the final report.

Standing committee:

A standing committee is a subunit of the FRRS established in a permanent fashion to aid the FRRS President and FRRS Board of Directors in accomplishing their duties. A standing committee is granted its scope and powers over a particular area of business by the FRRS President and FRRS Board of Directors. Standing committees meet on a regular or irregular basis depending on their function, and retain any power or oversight originally given them until subsequent official actions of the FRRS President and FRRS Board of Directors disbands the committee.

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Special committee:

A special committee (or working, select, or ad hoc committee) is established to accomplish a particular task or to oversee a specific area in need of control or oversight. Many are research or coordination committees in type or purpose and are temporary. Some are a sub-group of a larger group with a particular area of interest, which are organized to meet and discuss matters pertaining to their interests. Once the committee makes its final report to its parent body, the special committee ceases to exist.

Nomination and Election Committee:

The nomination and election committee is a group formed for the purpose of nominating candidates for the board of directors and handling the election process in the society. This committee and its actions are defined in the BY-LAWS OF FEATHER RIVER RAIL SOCIETY.

Success Criteria:

- Committee builds a sense of teamwork
- Committee completes tasks assigned to group
- Committee presents preliminary and final report to the FRRS President and FRRS Board of Directors

Responsibilities:

Committee Chair Role Description/Purpose: To lead the committee through the business of planning, implementing and evaluating a project or plan assigned to the committee.

- Makes arrangements for meeting and notifies members of date, time and place of meeting
- Calls meeting to order
- Prepares agenda for meeting (if necessary)
- Delegates responsibilities to committee members
- Involves all members in the decision making
- Reports work of committee to the FRRS President and FRRS Board of Directors
- Keeps a written file of work of committee

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Target Dates:

- Time for making arrangements for committee to meet
- Time for committee to discuss business and make recommendations
- Time for committee to report to the FRRS President and Board of Directors

Committee Members Role Description:

- Attend meetings
- Participate in discussions
- Bring expertise to the meetings

Outcomes/Goals: The volunteer will know the assignments given to them and will have performed them successfully according to acceptable Feather River Rail Society policies and procedures.

Training: All volunteers are required to attend the volunteer training.

Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time.

Time Commitment: WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the committee.

Qualifications Needed: Committee member and committee chairperson candidates should possess an attention to detail, enjoy handling large responsibilities, possess strong team membership skills and interacting with the general public.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

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There is one class of the committee member and committee chairperson positions:

1. Committee Member
2. Committee Chairperson

Resources Available:

- FRRS Policies and Procedures
- Volunteer Manual
- BY-LAWS OF FEATHER RIVER RAIL SOCIETY
- Society members
- Board of Directors
- Other committee members

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