

## Hower House Victorians Volunteer Opportunity Descriptions



**Artifacts:** Committee is responsible for the accessions, inventory, conservation, restoration, research and the cleaning of artifacts.

The Committee members and the House director shall meet regularly to report progress, make requests, and anticipate further activities.

**Budget:** Committee shall prepare an annual budget, which shall show the budget of the previous year, the amounts spent under the different categories, and the recommendations for the next year to be submitted to the Victorians' Board for review and to the membership for approval. (See *Bylaws, Article IV, Section 6* for details.)

**Cellar Door Store:** The CDS Committee is responsible for the operation of the Cellar Door Store including product selection, financial matters, and volunteer training.

**Education/Docent Training:** The Committee is responsible for training of docents and door hostesses. The committee is responsible for providing up-to-date changes in the house artifacts to all docents, and provides a copy of the docent-training guide for all new docents.

**Holiday Season:** The committee is responsible for choosing the annual theme, scheduling and conducting periodic meetings of those interested in decorating, and room assignments.

**Hospitality:** The committee is responsible for purchasing provisions for the Victorian pantry and CDS parlor, and providing refreshments and hostesses for the regular meetings.

**Holiday:** The committee is responsible for selecting a holiday decorating theme; appointing decorators for each area of the house, setting the schedule for decorating and clean-up days and times.

**Membership:** This committee is responsible for developing and reviewing the recruitment brochure each year; preparing an orientation for all new members; developing ways to recognize members for their efforts and contributions; maintaining membership records with volunteer hours; preparing the membership section of the yearbook; preparing annual dues letters and processing dues when received.

**Programs:** The committee responsible for selecting and contracting programs for the regular meetings, including appropriate fee or honorarium, presiding over the programs, preparing the program section of the yearbook, making arrangements for the Victorians' Days Out following Board approval.

**Promotions:** Assists the House Director in publicizing and advertising Hower House and its events; schedules speakers for other organizations as well as staff promotional booths as needed.

**Victorian Fair:** The Chair is responsible for helping to select artisans/vendors for the areas of the house along with the Artisan/Vendor Coordinator; determining setup and teardown days/times and securing volunteers to assist artisans/vendors on those days; ordering food and organizing its distribution to artisans/vendors on the days of the Victorian Fair. Works closely with the Artisan/Vendor Coordinator.