

## **Policies and Procedures**

This document outlines the work of the committees. Changes to this document can be made at a Board meeting.

### 1. Halter House Resource Centre Bookings

Bookings are through the Executive. At least one member of the Historical Society must be present for the booking duration.

- Halter House will be left in the same condition it was found.
- All artifacts, books and fixtures must remain in the house.
- A member of the Historical Society must be present when visitors are in the house.

### 2. Acquisition and Disposition of Artifacts for Halter House Resource Centre

The Historical Society will accept, store and or display suitable artifacts and documents at the discretion of the executive and membership.

Due to the limited space some artifacts may be returned to the owner, sold or donated to suitable organizations at the discretion of the executive and membership.

### 3. Contents of Halter House Resource Centre and Committee

Catalogue will be both digital and written for all contents of Halter House Resource Centre. Halter House Resource Centre Committee maintains a complete and current digital and written record of the contents of the building. The records and artifacts include:

- 1] board materials ie past executive records
- 2] archival and genealogical records
- 3] artifacts include furniture, books, etc.

These records shall document the contents as purchased, donated or on loan.

- purchased or otherwise acquired by the Society and identified by a numbered yellow sticker.
- donated to the society and showing the donors name and identified by a numbered red sticker.
- on the loan to the Society and showing the name of the person who owns the article and identified by a numbered green sticker.

Also a catalogue of artifacts that are available in the community will be prepared and kept in the Edward Halter House. These artifacts will be made available for viewing on the designated occasions.

Halter House Resource Centre Committee inspects the premises once a week, reports any deficiencies to the Building Maintenance Committee and arranges for the cleaning of the

building as required. Recommendations to the Society regarding the purchase or procurement of artifacts or furnishings for the Resource Centre and the setting up of special theme displays.

Halter House Resource Centre Committee Purchases supplies for the maintenance of the Edward Halter House.

4. Archives and Genealogy Committee

- maintains Church records of births, deaths and marriages
- dispenses information regarding family trees
- maintains naturalization records
- adds genealogical records of non-Catholic families in the community .to the community records
- maintains maps of area Townships
- maintains addresses and dates from 1847 when St. Boniface became a parish
- keeps a genealogical list of names and address. When any information is dispensed for a fee, a portion shall be given to the Genealogical chairman as directed by the executive and members

5. Birthday Club Committee

- sends birthday cards to all members of the Birthday Club. The members of the club are all persons 80 years and over who were born and / or resided in the community
- records of this membership of the birthday club with the help of all society members.

6. Building Maintenance Committee

- addresses the building deficiencies which have been reported and makes repairs as sanctioned by the executive and board
- in case of emergency the chair in consultation with the President has the authority to take necessary action to correct said problem

7. Membership Committee

This committee shall be responsible for enrolment of new members, distribution of membership cards and maintenance of membership records for the 3 classes of members: annual, lifetime and honorary.

8. Programs Committee

This committee shall be responsible for programs at the regular monthly meeting as well as special events such as Canada Day, Summer Open House, and other programs decided by the Board.

9. Publications Committee

- Chair shall keep up-to-date list of membership for mailings
- The newsletters will be published quarterly if possible and are to be mailed, e-mailed or hand delivered to all members of the Historical Society.
- Chair will operate and maintain the website

10. Wayside Shrines Committee

This committee shall be responsible for the regular maintenance and inspection of the 4 Shrines which are the responsibility of the Society. Maintenance should include painting, planting and lawn mowing.

11. Church and School Committee

Compiles records of church and school history

12. Fundraising

is responsible for the generation of funds for the Society