

Community Education Committee
Program Proposal Policy

POLICY NUMBER CE.01

SHASTA HISTORICAL SOCIETY
Program Proposal Policy

POLICY NUMBER: CE.01

CERTIFICATION

We hereby certify that we are the duly elected and acting President and Community Education Committee Chair of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Program Proposal Policy is duly adopted by the Board of Directors by a two-thirds majority as of July 7, 2015.

IN WITNESS WHEREOF, we have signed our name on July 7, 2015.

Gary A. Lewis
President of the Board

Charley Williams
Community Education Committee Chair

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

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External Programs, Documentaries, Publications and Exhibits Proposals

The Community Education Committee shall review all requests for programs, documentaries, publications and exhibits to ensure that they align to the Shasta Historical Society's mission and meet the "AASLH StEPS Performance Indicators," adopted by the Society Board of Directors.

Procedures to meet the objectives of this policy shall include the following:

1. All requests to produce programs, documentaries, publications and exhibits shall be routed to the Community Education Committee staff liaison in a timely manner.
2. The Committee staff liaison shall review the request to make a preliminary determination that the proposal meets the Society's minimum standards as found in Section Three: Interpretation Standards of the *American Association of State and Local History Standards and Excellence Program for History Organizations (AASLH StEPs) Accreditation Workbook* (pages 110-111) prior to presenting the request to the Committee for consideration at the next regularly scheduled meeting.
3. Upon approval the Committee Chair will bring the proposal before the Society Board at their next regularly scheduled meeting for consideration.
4. On Board approval of the request, the Committee staff liaison will ensure that the requesting party is provided with the appropriate information and documents needed to move forward with development of the program, documentary, publication or exhibit.
 - Information provided to the requesting party will include, at a minimum, a proposed date of completion, along with the Planning Document (Appendix No. 1), and the name and contact information of the Board and staff member assigned as liaisons for the program.
 - The requesting party will be advised of necessary deadlines to ensure that the process moves forward in a timely manner.
5. The assigned Board and staff liaisons will follow up with the requesting party on a regular basis, from approval of the project through the presentation date, to offer guidance and assistance where needed to ensure success. The staff liaison will provide updates to the Committee at monthly meetings and/or via email communications when appropriate.
6. At the conclusion of the program, the Committee Chair or assigned liaison will conduct a follow-up survey with the requesting party for the purpose of receiving feedback on the process.

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Internal Programs, Documentaries, Publications and Exhibits

The Community Education Committee shall create programs, documentaries, publications, and exhibits and ensure that they align to the Shasta Historical Society's mission and meet the "AASLH StEPS Performance Indicators," adopted by the Society Board of Directors.

Procedures to meet the objectives of this policy shall include the following:

1. Committee projects must:
 - meet the Society's minimum standards as found in Section Three: Interpretation Standards of the *American Association of State and Local History Standards and Excellence Program for History Organization (AALSH StEPs) Accreditation Workbook* (pages 110-111).
 - align with the Society's mission and long term goals.
 - will be funded by an approved fiscal year budget line item. For unbudgeted items, the Committee must identify a Board approved funding source.
2. All staff time allocated for Committee projects must be approved by the Executive Director, and funded by the approved fiscal year budget. All unbudgeted use of staff time must be approved by the Board of Directors.
3. Once the above requirements are met, the Committee will vote on whether or not to produce the project. Upon a majority vote by the Committee to produce the project, the Committee Chair will bring the proposal before the Board at their next regularly scheduled meeting.
4. Upon Board approval of the submission, the Committee Chair will meet with the staff liaison add the program to the agenda for the next regularly scheduled meeting.
5. The Committee will then work together along with approved staff resources to bring the program to fruition.
6. The Committee shall collaborate with the Development Committee to find best practice for obtaining sponsors.
7. At the conclusion of the program the Committee will conduct a follow-up survey with the audience for the purpose of receiving feedback on the process.