

Department of General Administration

Living History Association, Incorporated

I. General Statement of Operations

The Department of General Administration (Adm. Dept.) is a division of the Living History Association, Inc. and will use and abide by the rules, regulations, By-Laws and Policy Book of the Association, as well as directives of the Board of Directors.

The Department will maintain "THE" headquarters office for the entire corporation and as such will keep pertinent files of daily business, research, and legal documents, to include but not limited to: Membership Files, Tax Reports, Employee Records, Financial Statements, Insurance Policy, Vermont State Nonprofit Organization Certificate of Incorporation, and IRS Tax Exemption Determination Letters. The Department will also monitor the activities of other Committees and Departments of the Living History Association, to the best of its ability.

II. Statement of Intent

The purpose of this Department, its officers, and the membership that assist with its activities, shall be as follows:

1. To perpetuate the Living History Association, Inc. as an organization and leader in the field of living history interpretation.
2. To assist other Departments and Committees in the presentation of living history programs, such as battle reenactments and/or other volunteer based activities, per the desires of the membership, or the opportunities which present themselves.
3. To administer and/or perform living history programs for schools, academic institutions, museums, historic sites and businesses. This includes the activities of sales, publicity, advertising, lectures, demonstrations, bus tours, and the execution of interpretive programs at the New England Plantation or other sites.
4. To use every means and opportunity to educate the general public, to include the creation of educational materials that can be sold, or distributed, that will enhance the public's understanding of historical events portrayed through the living history medium.
5. To be actively involved in recruiting new members, and to servicing the ongoing needs of the membership.
6. To assist members of the living history community in the areas of recruitment, resources and education.

7. To be involved in publishing a regular series of newsletters and quality publications that keep the membership informed about their organization.
8. To maintain a budget and finances for the organization in such a way as to insure the organization's continued stability and growth.
9. To create membership programs that will bring enjoyment, enthusiasm, and good will upon all they touch.

III. Membership

This Department will include all manner of volunteers from within the L.H.A. membership who donate services, time, resources, or money to the programs and goals set by the Department officers. The Department is the action arm of the Board of Directors as day to day administrators for the entire organization, and as such they will work with other Departments and Committees, and the general membership, for the benefit of all concerned. This will be done without superseding the authority of other Departments and Committees in all cases; except where working directly with the membership could prevent and/or assist in correcting a policy book infraction by another Department or Committee.

The Administrative Department is the headquarters of the Living History Association and must hold itself accountable, and ready to act on behalf of all the L.H.A. membership. It must strive to be as fair and equitable to all the members as possible.

All official Department officers and advisors must be dues paying Living History Association Members. The paid officers of the Department will be appointed by the Board of Directors, with recommendations by the current head of the Department, where the salary positions of Executive Director, Membership Director/Finance Officer, and Publisher are concerned. Other positions may be filled through appointments by the Executive Director. Other salary positions will appear before the Board of Directors, as part of the budget plan, at least four months before implementation.

IV. Department Representation

Each officer of the Department as appointed by the Board of Directors or the Executive Director will have one vote at Department meetings. In the event that the Executive Director does not agree with the other Department officers, he may veto the vote of the other officers; but upon doing so, the consequences of his actions fall on him and him alone. Opposing viewpoints will, in such a case, be duly noted and before the Executive Director takes independent action he must discuss the matter with the Chairmen of the Board of Directors.

Department officers have the power to execute their duties within

the limits of their job descriptions and Department and Living History Association Policy Book guidelines, without the vote of the entire membership.

No vote of the Department can result in an action which countermands the Living History Association By-laws and Policy Book without a direct petition to the Living History Association Board of Directors.

V. Meetings

1. There shall be no less than four meetings of the Department each year. There shall be an annual meeting held in conjunction with the General Membership Meeting of the L.H.A. each November.
2. Three members present, from among the officers of the Department, and in good standing shall constitute a quorum at duly called meetings.
3. Voting shall be by members in good standing. Proxy votes will be accepted in writing from Department Officers only, all other member votes must be cast in person.
4. No election of officers will occur at any meetings of the Department as all officers shall be the direct appointees of the Board of Directors or the Executive Director.
5. Notification of meetings shall be mailed to all officers and active members of the Department, via a list of future meeting dates, or by formal notice no later than 30 days before all meetings. The Board of Directors and all Committee and Department Chairpersons will be considered as active members of the Department for receipt of meeting dates, minutes and newsletters. (This will also include the minutes of Board of Directors meetings.)
6. Emergency meetings of the Department officers can be called by the Executive Director as needed. A quorum of two of the officers is needed for any emergency meeting.
7. Copies of the minutes of any meeting shall be made available by request to any member of the Living History Association. One copy of the minutes must always be sent to the Secretary of the Board of Directors.

VI. Officers of the Department

The Officers of the Department and their duties will be as follows:

1. Executive Director: He/She will act as Chairman of the Department.

He/She will control the general flow of Administrative Department meetings and will provide leadership for the Department and the organization as a whole, per the goals of the Department, the Board of Directors and all formally and informally organized subdivisions of the Living History Association. For more information see L.H.A. job descriptions in the Policy Book. The Executive Director position will be filled by the Board of Directors.

2. Vice-Chairman: to substitute for the chairman (Executive Director) in the event of his/her absence and to assist the chairman in any matters deemed necessary.
3. Membership Director/Finance Officer: of the Living History Association and will be appointed by the Board of Directors upon recommendation of the Executive Director. Duties of Membership Director will include acting as a secretary at all Department meetings, taking attendance and keeping minutes, with the daily duties of answering correspondence, maintaining current membership lists, mailing membership certificates and cards, and maintaining the insurance certificate system.

He/she will also assist the Executive Director in the duties of news releases, etc. which are traditionally associated with public relations.

As Finance Officer he/she will assist in the creation of annual budgets, and will make deposits of funds and pay the bills of the organization as need be. He/She will also be responsible for all W 2 forms, payroll taxes and all Federal IRS end of year tax reports to be submitted through the Chairman of the Board of Directors.

He/She will act as an advisor to the Executive Director on financial and membership related activities.

4. Publisher/Editor: will be appointed by the Board of Directors upon recommendation of the Executive Director. He/she will be responsible for the content of articles, stories, and illustrations which appear in the "Living Historian" the official publication of the L.H.A. He/she will be responsible to discuss story content, as well as a plan for each specific issue of the publication, with the Executive Director prior to publication. As editor; the layout, and design, as well as the accumulation of materials to assure the publication of each issue, will be his/her responsibility, (with assistance as needed, but no interference from anyone). The Publisher/Editor's creativity must not be infringed upon, unless his/her actions affect policy.

The Publisher/Editor will be involved in the creation of L.H.A. documents, advertising, promotional materials, etc.

that are needed to promote the organization or the interpretation of history. These activities will be done in conjunction with the various Departments and Committees as needed, but expenditure of funds for these activities will require the approval of the Executive Director.

5. Advisor/Consultant: Will be appointed by and sit at the discretion of the Executive Director to give advise and council regarding the L.H.A. insurance policy and grants from the Pepsi Cola Bottling Company. The person holding this position will be allowed to give advise and consultation on an ongoing basis and at meetings of the Department.
6. Public Relations Officer: to be responsible for the development of a photo file for news releases, etc. and for creating positive ties with the community for food donations for living history participants during events at the New England Plantation and other activities which might tie the L.H.A. more directly to a positive impact on the community.

Additional positions, or committee members, etc. for the Department will be decided upon by the Department Officers.

VII. Committees

The Executive Director shall appoint such committees as are necessary for the operation of the Department subject to the approval of the Department Officers. The creation of committees outside the Department are discussed in the Executive Director's job description.

STANDING COMMITTEES SHALL BE

Insurance Committee: To deal with all matters that relate to the current L.H.A. insurance policy and any new offerings. Members will consist of the Executive Director, Membership Director/Finance Officer, and an Advisor/Consultant. Executive Director will act as Chairman of the Committee.

Foundation Committee: To deal with corporate grants, funnelled through the L.H.A. that are to be available to various L.H.A. Departments, Committees, and member organizations. Members will consist of the Executive Director, Publisher/Editor, and an Advisor/Consultant. A Chairman will be elected from the members of the Committee.

Winter Social
Committee

: To conduct a Social each Winter that must include an evening banquet, ceremonies, awards and/or honors to deserving members, as well as entertainment in an atmosphere

that is conducive to friendship. This event can include a variety of day time meetings, or seminars, etc. The Committee will be composed of the President, Executive Director, and L.H.A. members as needed.

Friends of Hubbardton
& Mount Independence
Committee

: To be involved with fund raising activities for preservation or interpretation of these sites. All actions will be taken by following or debating state guidelines through proper legal channels. All work or activities will be approved by the proper state authorities where such authority is needed to conform to the law. To assist in clearing brush, restoring trails, marking areas with interpretive signs, and to insure the rights of the public for general use as well as use by reenactors. To cooperate with the reenactment community at large, and The Department of American Revolutionary War Interpretation of the L.H.A. for the creation of living history events at these sites. The Committee Chairperson will be JoAnna Reagles. Members will include the Executive Director, William McLaughlin and other interested L.H.A. members.

Interpretive
Committees

: Since these types of Committees can mature into full Departments they must have their own charters and are not included here.

VII. Responsibilities of the Department

1. To ensure quality activities, espousing authenticity, safety and good historical interpretation.
2. To continue to generate growth in the membership of the organization and to maintain all membership records and finances.
3. To seek and generate funds by way of grants, corporations and sponsors to support the activities of the Administrative Department, the Interpretive Departments and Committees, and the general membership of the Living History Association.
4. To provide the membership with a constant series of benefits to include the General Membership Meeting, "Living Historian" publication, newsletters, events, socials, insurance program, schools of instruction, availability of their own interpretive site, grant programs, tours, lectures, video tapes, sales

program and any other activity within the realm of history which would be of worthwhile benefit to the membership.

5. To provide direction to the entire Living History Association membership that espouses quality historical living history interpretation with an emphasis on participant and general public education in the history of the world.
6. To provide direction and management to the Interpretive Departments and Committees so as to keep their activities within the letter and the spirit of the Living History Association Policy Book and Board of Director issued "Directives".
7. To maintain and make available for use all equipment and resources of the organization to the various Departments, Committees and organized and responsible groups within the L.H.A. membership.

IX. General Membership Meeting/Socials/Events and Reenactments

The officers of the Department will suggest, create, and/or coordinate with other Departments, Committees, or the membership at large, concerning the presentation of events and activities by those groups, so as to insure safety, the preservation of the insurance policy, authenticity, publicity, public and participant history education, overall quality, and the integrity of the Association. The areas of direct involvement are listed below.

1. General Membership Meeting: Will be held each year in early November in Wilmington, Vermont. The meeting's organization in terms of schedule, time and place, will be the responsibility of the Administrative Department. It will include the following elements:

Annual meetings for all Interpretive Departments and Committees as is geographically possible. The conduction of business and any election of officers will be the responsibility of each Department and Committee based on their Board approved charter.

Informational sessions on pertinent topics will be a part of general assembly activities of the membership.

Each Interpretive Department and Committee will give a report on their activities over the past year to the entire assembled membership of the organization. The membership will have an opportunity to ask questions of the officers of all Departments and Committees as well as the Board of Directors and President.

The Chairman of the Board will conduct all proceedings and will introduce any business which the assembled membership has been duly warned 30 days in advance to conduct. The Chairman

will also take nominations from the floor or in writing for officials to be elected in the next year's election for openings in the Board of Directors or President's positions.

A Board of Directors meeting of short duration will be held to deal with any business that surfaces during the course of other aspects of the General Membership meeting that requires Board action.

Units wishing to file grievances may do so with the President during any portion of the General Membership Meeting, or they may file them prior to the meeting to be discussed during the convening of the Board of Directors.

A social and Saturday evening banquet will be held in conjunction with this activity.

2. **Socials:** The Administrative Department will appoint a committee to be responsible for the creation of a Winter Social each year. This event may include a series of day time activities but it must be accompanied by an evening banquet with ceremonies, awards to deserving members, and some form of entertainment, be it an auction, a speaker or some other program.

Social events may be organized around activities such as the Historians Convention, the Time Line Pot Luck Dinner, or other such events where large indoor or "undercover" gathering spaces are available. In all cases the Administrative Department will assist Departments, Committees, or the membership to execute these social events where time, money or geography do not pose an insurmountable burden to the Department. Where these functions are held in Wilmington, Vt. the Department will assist or volunteer to take charge of the activity or any portion deemed necessary by circumstances.

3. **Events and Reenactments:** The Administrative Department will assist Interpretive Departments and Committees in the organization of their events per their requests. It will suggest interpretive ideas, and will volunteer its labor in any manner that it can afford to assist in, or in any manner for which it can be reimbursed. This includes but is not limited to the creation of video tapes, history booklets, displays, etc. These involvements should be worked out by all concerned parties far in advance of the date of the event or reenactment.

The Administrative Department holds the right to investigate the composition and organization of any L.H.A. Department, Committee or Member EVENT where the name of the L.H.A. is used in any official capacity what-so-ever, or where the L.H.A. insurance coverage has been extended to the event. In the case where an Interpretive Department, Committee or Member is deemed to be in violation of the L.H.A. Policy Book the

Administrative Department will inform said Department, Committee, or Member of the violation, and they will also report the violation to the Chairman of the Board of Directors for immediate action.

Any Board member, acting independently without the approval of the Board as a whole, or without powers directly conferred upon him/her by the Board for this purpose; or other officer, or member of the corporation, that discusses a supposed or determined violation of the L.H.A. Policy Book, with the alleged offending party, in any manner which constitutes any threat of a withdrawal of privileges, that could result in cancellation of the event in question, without having informed the Executive Director that this action was being taken: will be immediately brought up on charges before the Board of Directors for a violation of the chain of command. ALL ACTIONS FOR VIOLATION OF THE POLICY BOOK IN REGARDS TO AN EVENT OR REENACTMENT ASSOCIATED WITH THE L.H.A. MUST GO BEFORE THE EXECUTIVE DIRECTOR FOR HIS ADVISE AND CONSULTATION BEFORE ANY LETTERS - OR OFFICIAL ACTIONS ARE TAKEN BY THE BOARD OF DIRECTORS OR ANY OTHER BODY, GROUP, OR INDIVIDUAL WITHIN THE ORGANIZATION.

4. The Administrative Department will work with all Interpretive Departments and Committees to insure that any grant sponsor of events or reenactments is given proper recognition in news releases, on site posters or banners, and any other method that was pre-negotiated with said event sponsor.
5. The Administrative Department will prepare after action reports where it is solely responsible for an event or reenactment or as is necessary by special circumstances.
6. The Administrative Department reserves the right to "operate," Sponsor, Co-Sponsor or Sanction events or reenactments, (without Board of Director approval) of any time period, in any geographic region, with or without the knowledge of existing Interpretive Departments or Committees of those time periods; based solely on the requirements of L.H.A. membership, adherence to the L.H.A. Safety and Authenticity Standards, and compliance with the limits and rules which exist governing the extension of the L.H.A. Insurance Policy.

Every effort will be made by the Administrative Department, to inform the Interpretive Departments and Committees of events the Admin. Dept. is involved in, which may fall outside their jurisdiction. In addition, where time, resources and geography allow, the Administrative Department must always consider releasing any event or reenactment it is "operating" to the appropriate Interpretive Department or Committee.

The Administrative Department will not allow Interpretive Departments or Committees to infringe on unit activities of the membership simply because a unit has requested an L.H.A.

Sponsorship, Co-Sponsorship or Sanction label for its event. These labels are largely tied to the use of the L.H.A. Safety and Authenticity Rules and the Insurance Coverage. The Administrative Department can extend to L.H.A. members any of these labels and the insurance policy coverage, as a privilege of membership, without any involvement by the Interpretive Departments and Committees.

7. If an accident occurs during an event where the L.H.A. Insurance policy is required to make a payment for injury or liability to a third party (spectator), the Membership Director will request the reenactors involved in the accident to make a full report as to how the accident occurred. The report will be accompanied by the safety regulations which the unit uses on a regular basis, and the safety regulations of the event where the accident took place. The regulations and report will be reviewed by the Insurance Committee and a member of the Board of Directors appointed for this purpose. This group will evaluate the accident based on these documents and they will send a letter of recommendation to the insured party in an effort to reduce the chance of any further accident. If the Committee feels that the accident was caused by unsafe and negligent practices the Committee will advise the Board of Directors to this effect, and they in turn will have the authority to withdraw or renew the insurance policy when the insurance renewal date comes in November.

If the accident reports, etc. have information of value to the membership of the L.H.A. in order to teach a safety lesson, they may be reprinted in the next issue of the "Living Historian" or in a newsletter. Under no circumstances will the name of the parties involved be disclosed without the express written permission of those parties. If the accident is to be litigated nothing will appear in L.H.A. publications about the accident until all court actions, to include appeals, have been concluded.

X. Correspondence/Communications

All official correspondence and communications directly or indirectly pertaining to this Department will be exclusively generated and responded to by the Department officers.

All correspondence of a legal nature, or involving the insurance, grants by corporate sponsors, Policy Book issues and events contracts will be approved by the Executive Director, in concept or in fact, before being sent.

Only Department officers as outlined in this document are authorized to correspond and transmit information on behalf of the Department. No other individual, department, or committee is authorized to correspond in writing or transmission of any kind on behalf of this Department without the express written consent of the Department officers.

XI. Financial Responsibilities

1. Membership: All membership funds are accredited to the membership account of the Living History Association so as to pay for the publications and administration that services the membership.
2. Event funds and in kind-services should always provide for the needs of the participants first and the convenience of the public.
3. Event funds acquired will be divided between the Administrative Department and the various other Departments, Committees or members involved in a manner that reflects the work done by each, after all expenses are paid.
4. Monitoring of monies generated by events and other acquired funds will be the responsibility of the Department Finance Officer, and the Executive Director.
5. The Administrative Department will make the other Departments and Committees aware of any grants for events, or fund raising efforts which they would like to conduct in conjunction with events, of those other Departments and Committees. This will be done no less than one week prior to the event and every effort will be made to give as much lead time as possible.

ADDENDUM I:

ADMINISTRATIVE DEPARTMENT CHARTER; PUBLICATIONS

1.) Official Publications

- A.) The Living Historian. This is the official international newspaper of the Living History Association. It is typeset and professionally printed. Its content pertains to the Living History Medium in the form of historical interpretive information, research material, book reviews, travel/history information, historic preservation, event listings, historic sites, letters to the editor, a news exchange and any other information of a historical or interpretive nature that is thought by the editor/publisher to be of interest to the membership.
- B.) The editor/publisher will be appointed by the Board of Directors, upon the recommendations of the Executive Director.
- C.) The editor/publisher will be Stephen Del Signore until such time as he resigns or some change is made by the Board of Directors, upon request by the Administrative Department. Only the Board of Directors can appoint or fire the editor/publisher.
- D.) The editor/publisher will do his utmost to keep the publication from taking a controversial stand on topics of dispute that involve individual personalities and reputations. Where such controversial stands need to be taken to preserve the rights and privileges of reenactors, interpreters and the general public in the enjoyment of their historic sites, the method of taking such a stand, will be discussed with the Executive Director and the Chairman of the Board of Directors before anything appears in print.
- E.) The "Living Historian" will draw its funding support from membership dues, advertising monies, and the general fund as needed, with the consent and conciliation of the Executive Director.
- F.) The Administrative Department will support the publication with man hours of paid employees and volunteers in the areas of mailing lists, subscriber and advertiser file keeping, distribution of funds, promotional and advertising campaigns, actual mailings of the Living Historian, and strategy sessions for expansion of the resources to operate the publication.

2.) The Living History Journal

- A.) The Living History Journal no longer exists as a separate publication. It is now a "section" of the above mentioned

Living Historian newspaper.

B.) The Journal section will report on activities, information and news that directly pertains to the L.H.A. membership. The size of this section is determined only by the availability of pertinent news.

3.) Hardtack and Thunder

A.) Hardtack and Thunder is the official publication of the National Civil War Artillery Association, "An Official Committee of the Living History Association, Inc." This publication will appear as a regular section of the Living Historian as availability of news allows. Separate issues in newsletter format will be produced by the Executive Director, and the publisher/editor, under the direction of the Chairman of the N.C.W.A.A. (if special designs are needed).

B.) Hardtack and Thunder will carry news and information of importance to artillerymen with its focus of concentration being the period of the American Civil War, 1861-1865.

4.) Living History Association News Update

A.) This publication will be in newsletter format and will be used to inform the entire membership of the Living History Association, or any specific Department, Committee, or grouping within the L.H.A. of news or information which the Administrative Department as a whole or the Executive Director alone feels is important. This publication will be produced by the Executive Director and/or the editor/publisher, but will not be distributed without the consent of the Executive Director.

5.) Additional Publications

A.) The editor/publisher will assist in, but not necessarily produce, the publication of manuals, by-laws, policies, announcements, newsletters, and other printed matter required for the servicing and expansion of the membership.

B.) These additional publications will be directly managed by the Executive Director.

ADDENDUM II:

ADMINISTRATIVE DEPARTMENT CHARTER: EMPLOYEE JOB DESCRIPTION

1.) Executive Director

The Executive Director will direct the employees and volunteers of the Living History Association Department of General Administration, as well as the organization as a whole, in activities and events which are consistent with the mission and goals of the Association. In assuming such a direction, the Policy Book of the Living History Association will determine; the latitude of direction, depth of involvement, advice, consultation or demands put upon said employees, volunteers, and the organization.

He/She will represent the authority of the Board of Directors, in the interpretation of the L.H.A. Policy Book on a day to day basis. As Executive Director he/she will use the directives of the Board of Directors, and the L.H.A. Policy Book to guide, cooperate with, and assist, the activities of the membership at large, and all other Departments and Committees. He/She will further advise any Department or Committee of violations of Policy which they might be making, and will strongly encourage them to stay within the guidelines of their charters, the Policy Book and Board Directives. Violations which go uncorrected, (after a period of 3 weeks, or a period made reasonable by particular circumstances), by the Departments, Committees, and members of the Association, will be reported by the Executive Director to the Board of Directors for action.

The Executive Director will make him/her self completely intimate with every aspect of the Association's activities, membership, Departments and Committees. He/She should be the most knowledgeable person in the L.H.A. about the breadth and scope of who the membership is, where they are located, and what activities they are involved in. Because of this great knowledge which the Executive Director is expected to have, (within a six month period of his/her appointment), he/she will be allowed to voice his/her opinions at meetings of the Board of Directors.

The Executive Director is obliged to make the services of the Department of General Administration available to all the membership, either free, as a privilege of membership, or when budget restrictions require it, at a fee.

The Executive Director will have the power to oversee - but will not be limited to - all of the below areas:

A.) Grant writing, performance and completion.

B.) The execution and maintenance of the insurance policy.

- C.) The design, execution, and maintenance of re-enactment programs.
- D.) The execution and maintenance of the bus tour lecture series.
- E.) Design and maintenance of an L.H.A. bus tour program.
- F.) Assure the maintenance, protection and servicing of the membership and the membership mailing list by the Membership Director.
- G.) Assure the quality of all publications by the Editor/Publisher.
- H.) See to the creation of an annual budget, and guide the organization by that budget.
- I.) Assure the keeping of good financial records by the Finance Officer.
- J.) Assure the maintenance of a good public relations program.
- K.) Design, develop and maintain educational materials for schools, museums, and the general public.
- L.) Create and maintain an active sales program of historical reproductions and educational materials.
- M.) Assist the Departments and Committees in the creation of educational battle re-enactments, which are educational and inspiring for the general public and fun for the participant volunteers.
- N.) Will work with profit corporations in the design of programs that are mutually beneficial to the corporations and to the L.H.A.
- O.) To operate the Department of General Administration in a manner that will provide an increasing number of benefits to the L.H.A. membership. Examples: through devices such as discounts on services, or capital funds for Departments and Committees.
- P.) May Create Committees for a period of six months without a Charter and without approval of the Board of Directors.

The Executive Director's responsibility is to see that the Department of General Administration, and its officers, operate in a manner which is most beneficial to the L.H.A. membership at large, while adhering to the confines of its own charter and addendum, the L.H.A. Policy Book, and Board approved directives.

ADDENDUM II.

ADMINISTRATIVE DEPARTMENT CHARTER: EMPLOYEE JOB DESCRIPTION

2.) Membership Director / Finance Officer

He/She will keep his/her activities within the limits of the Charter of the Department of General Administration, the By-laws and Policy Book of the L.H.A.

A.) Membership Director

- A.1.) Will update the membership list on the computer.
- A.2.) Send out membership certificates and cards to members.
- A.3.) Send out renewal notices in a timely manner.
- A.4.) Administer the insurance program.
- A.5.) Answer correspondence as regards membership questions.
- A.6.) Assist the Executive Director as he/she so desires.
- A.7.) Report annually to the Board of Directors and membership.
- A.8.) Help create strategies for better membership programs and benefits.

B.) Finance Officer

- B.1.) Deposit incoming funds in the bank.
- B.2.) Pay the bills of the organization.
- B.3.) Enter financial information on the computer and update the financial statements in a timely manner.
- B.4.) Balance the L.H.A. checkbook.
- B.5.) Administer the pay role.
- B.6.) File quarterly and annual tax returns to the state and federal governments.
- B.7.) Report annually to the Board of Directors and general membership.
- B.8.) Help create an annual budget.
- B.9.) Help create strategies for better fund raising efforts and the purchase of goods that will have a positive impact on the organization.

ADDENDUM II:

ADMINISTRATIVE DEPARTMENT CHARTER: EMPLOYEE JOB DESCRIPTION

3.) Editor/Publisher

He/She will keep his/her activities within the confines of the Charter of the Department of General Administration, the By-laws, and L.H.A. Policy Book.

The Editor/Publisher will be responsible for the design, promotion, and publication of the "Living Historian" the official publication of the Living History Association. He/She will be involved in activities that will result in the collection of news and history related stories having a direct or indirect impact on the living history community. This information will then be planned for publication and designed into a format that can be read and enjoyed by the L.H.A. membership.

The Editor/Publisher will assist the Executive Director and/or other staff members and volunteers in creating formats, letter heads, brochures, etc. for use in day to day operations or in promotional efforts.

The Editor/Publisher will also assist the Executive Director, as needed, in the creation of Hardtack and Thunder and L.H.A. News Updates.

For additional information see ADMINISTRATIVE DEPARTMENT CHARTER: PUBLICATIONS.

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