

Rock Ford Committees

Each committee shall:

- Conduct its activities in accordance with the Rock Ford Foundation mission, the committee’s charter, and the organization’s by-laws.
- Contribute directly or indirectly to the overall financial well-being of RFF.
- Submit a detailed annual budget request in September for the following calendar year.
- Maintain financial records and provide profit and loss reports on all activities to the board in a timely manner.
- Report to the designated authority.
- Maintain a written record of its goals, meetings, and activities.
- Strive to plan activities one year in-advance.

COMMITTEE	RESPONSIBILITIES OF COMMITTEES
Buildings and Grounds	<ul style="list-style-type: none"> • Monitors the maintenance needs of RFF’s buildings, grounds, systems, technology, and equipment. • Works with Exec. Dir. to hire and direct the duties of the groundskeeper. • Assists the ED with locating resources (labor, materials, and funds) for maintenance projects or hiring contractors to handle tasks that must be outsourced. • Cooperates with Collections Committee on all things visible to the public and/or related to period interpretation.
Lecture Series	Assist with engaging and scheduling authorities on subjects related to HRF’s mission to present topics at events for members and the public.
Warm Hearth	To inform and educate Rock Ford guests about food preparation, receipts and culinary/household practices of the late 18 th and early 19 th century familiar to Edward Hand and his family
Historic Rock Ford Dancers	Provide dance experience in conformity with HRF mission.
Kitchen Garden	Portray an 18 th century kitchen garden to enhance Rock Ford’s interpretive and educational value.
Marketing & Messaging	<ul style="list-style-type: none"> • Identifies HRF’s Customer Segments and target audience for tours, programs, events, and rentals. • Works with ED to identify paid and free advertising and marketing resources to promote HRF to identified individuals and groups. • Monitors earned advertising and social media sites to maximize HRF’s presence. • Works to maximize HRF’s profile with regional tourist and government bodies. Assists other committees as needed.
Children and Family Programming	<ul style="list-style-type: none"> • Present activities and events that Introduce pre-school and primary-school-aged children and their families to HRF by promoting fun events with the goal of promoting membership • Promote membership to HRF in scheduled activities. • Communicates with Membership Committee
School Programs	<ul style="list-style-type: none"> • Plan, publicize and present educational programs for students grades 3-12 that meet the mission of Historic Rock Ford. • Maintain EIO status with Department of Community and Economic Development. • Maintain and build partnerships with local schools.