



# President

This role is an executive board position and is responsible for fulfilling the primary leadership role for the organization. It is currently supported by two additional executive board roles and six or less director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:                  | ACTIONS:   |
|------------------------------------|--|
| <b>Leadership &amp; Governance</b> | <ul style="list-style-type: none"> <li>● Serve as the leader and representative of the board of directors.</li> <li>● Ensure the board operates within the organization's mission, vision, and values.</li> <li>● Work closely with the board to address significant issues promptly and effectively.</li> <li>● Foster a collaborative and productive board culture.</li> </ul> |
| <b>Facilitation</b>                | <ul style="list-style-type: none"> <li>● Plan and set agendas for board meetings in collaboration with the executive board officers</li> <li>● Preside over meetings to ensure they are efficient, focused, and participatory.</li> </ul>  |
| <b>Strategic Oversight</b>         | <ul style="list-style-type: none"> <li>● Guide the board in developing and monitoring the organization's strategic plan.</li> <li>● Support the evaluation of the nonprofit's programs, policies, and overall performance.</li> </ul>  |
| <b>Board Development</b>           | <ul style="list-style-type: none"> <li>● Lead the board in recruiting, onboarding, and mentoring new members.</li> <li>● Encourage board engagement, participation, and accountability.</li> <li>● Provide board support, feedback, and performance evaluations as needed</li> </ul>   |
| <b>Compliance &amp; Ethics</b>     | <ul style="list-style-type: none"> <li>● Ensure the organization follows all legal and ethical standards, including adherence to bylaws.</li> <li>● Oversee the board's annual review of policies, financials, and management practices.</li> </ul>  |

# Position Requirements

| PREFERRED                            | EXPERIENCE  |
|--------------------------------------|---|
| <b>Prior Leadership</b>              | Proven experience in leadership, such as serving as a board member, committee chair, or executive in a nonprofit or for-profit organization.                                  |
|                                      | Demonstrated ability to guide teams, build consensus, and make strategic decisions.   |
| <b>Nonprofit Sector Knowledge</b>    | Familiarity with nonprofit governance, including roles, responsibilities, and legal requirements of board leadership.   |
|                                      | Experience with fundraising, donor relations, or nonprofit advocacy is a plus.  |
| <b>Project &amp; Team Management</b> | Skills in managing multiple priorities, delegating tasks, and overseeing complex initiatives.   |
| <b>Community Engagement</b>          | Experience working with community organizations, public outreach, or advocacy groups.   |
| <b>Education</b>                     | No strict academic requirements, but a degree in a relevant field such as nonprofit management, history, business administration, humanities or public relations is preferred |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Interest in history, heritage, and preservation
- Understanding of digital/web platforms and operations
- Willingness to dedicate the necessary time for board meetings, committee work, and representing the organization at events.



# Treasurer

This role is an executive board position and is responsible for managing and safeguarding the finances of the organization. It is currently supported by two additional executive board roles and six or less director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:                    | ACTIONS:   |
|--------------------------------------|--|
| <b>Financial Management</b>          | <ul style="list-style-type: none"> <li>● Keep track of the organization's financial condition and ensure it remains financially sustainable.</li> <li>● Oversee the approval process for expenditures and ensure proper financial controls are in place.</li> <li>● Work with staff or other board members to develop, monitor, and update the annual budget.</li> </ul>   |
| <b>Reporting &amp; Communication</b> | <ul style="list-style-type: none"> <li>● Prepare and present clear and understandable financial statements at board meetings.</li> <li>● Ensure timely preparation and filing of required tax documents and compliance with local, state, and federal regulations.</li> <li>● Ensure all financial records, such as receipts, bank statements, and invoices, are accurate and up to date.</li> <li>● Coordinate with external auditors when needed and provide the necessary documentation.</li> <li>● Lead the development or updating of financial policies, such as director purchases and expense reimbursement</li> </ul> |
| <b>Banking</b>                       | <ul style="list-style-type: none"> <li>● Serve as a signatory on the organization's bank accounts and ensure proper management of funds.</li> </ul>  |
| <b>Risk Management</b>               | <ul style="list-style-type: none"> <li>● Implement and monitor internal controls to prevent fraud or mismanagement of funds.</li> <li>● Work with the board to ensure the organization has appropriate insurance coverage and safeguards.</li> </ul>   |
| <b>Fundraising Support</b>           | <ul style="list-style-type: none"> <li>● Collaborate with director of development to ensure alignment between fundraising campaigns and financial goals.</li> <li>● Track donations, grants, and other income sources, ensuring proper acknowledgment and reporting.</li> </ul>  |

# Position Requirements

| PREFERRED                               | EXPERIENCE  |
|---|---|
| <b>Accounting Knowledge</b>             | A strong understanding of accounting principles, financial statements, and bookkeeping practices.   |
| <b>Budget Creation &amp; Management</b> | Experience creating, managing, or analyzing budgets, ideally for nonprofits or similar organizations..  |
| <b>Tax Compliance</b>                   | Knowledge of IRS regulations for nonprofits (e.g., Form 990) or a willingness to learn.   |
| <b>Software &amp; Web Proficiency</b>   | Familiarity with accounting software and/or spreadsheet tools.  |
| <b>Education</b>                        | No strict academic requirements, but a background in organization, project management, accounting, finance, auditing, or similar fields is preferred. |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- A solid understanding of accounting principles, financial statements, and nonprofit financial management.
- Precision and diligence in managing and reporting financial data.
- A strong sense of ethics and commitment to transparency.



# Secretary

This role is an administrative position on the executive board and is responsible for documenting all meetings, activities, volunteers and memberships for the organization. It is currently supported by two additional executive board roles and six or less director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:  | ACTIONS:  |
|--|---|
| <p><b>Documentation &amp; Records Management</b></p>     | <ul style="list-style-type: none"> <li>● Work with the executive board to create and distribute agendas in advance of meetings.</li> <li>● Record accurate and comprehensive minutes of board meetings, including key discussions, decisions, and action items.</li> <li>● Share minutes with board members and ensure they are approved and archived for future reference.</li> <li>● Keep an updated directory of board members, contact information, and terms.</li> <li>● Ensure bylaws and governance policies are current and readily available to board members.</li> <li>● Maintaining records of student and community involvement in historical projects.</li> <li>● Documenting key milestones in local history research or preservation efforts.</li> </ul> |
| <p><b>Compliance &amp; Governance</b></p>                | <ul style="list-style-type: none"> <li>● Ensure safe storage of the organization's governing documents, such as bylaws, articles of incorporation, and policies.</li> <li>● Track and oversee adherence to legal requirements, such as annual filings, reporting deadlines, and board elections.</li> <li>● Organize board member elections and keep records of terms, appointments, and resignations.</li> <li>● Ensuring compliance with any regulations tied to collaborating with minors or public schools.</li> </ul>  |
| <p><b>Organizational Support &amp; Communication</b></p> | <ul style="list-style-type: none"> <li>● Provide administrative support to the board president, such as preparing materials for meetings.</li> <li>● Ensure the board reviews and updates governance policies as necessary.</li> <li>● Help onboard new board members by providing them with necessary documents, policies, and guidance.</li> <li>● Serve as a liaison for board communication, ensuring members are informed about meetings, updates, and important developments.</li> </ul>  |
| <p><b>Volunteer Donor &amp; Member Coordination</b></p>  | <ul style="list-style-type: none"> <li>● Keep an updated directory of members, volunteers, and mentees.</li> <li>● Coordinate logistics for member, volunteer, or mentee event participation.</li> <li>● Communicate necessary information and updates to members, volunteers, and mentees as needed.</li> <li>● Ensure timely and meaningful acknowledgment of donor contributions and receipts</li> </ul>   |

# Position Requirements

| PREFERRED                                | EXPERIENCE  |
|--|---|
| <b>Administration &amp; Organization</b> | Experience managing records, taking meeting minutes, or organizing documentation.   |
|  | Familiarity with preparing agendas, scheduling, and coordinating meetings.  |
| <b>Nonprofit or Governance</b>           | Previous experience serving on a board of directors, either as a secretary or in another capacity.  |
|  | Knowledge of nonprofit governance practices and legal requirements (e.g., bylaws, compliance filings, annual reports and conflict-of-interest documentation) is a plus. |
|  | Understanding of the organization's bylaws and policies or a willingness to learn.  |
| <b>Communication Skills</b>              | Strong writing skills to draft accurate and clear meeting minutes and formal correspondence.  |
|  | Ability to communicate effectively with board members, staff, and external stakeholders.  |
| <b>Education</b>                         | No strict academic requirements, but prior roles as an administrative assistant, project coordinator, or similar position are beneficial.                               |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Familiarity with archiving, preserving, or organizing historical records.
- Experience working with or documenting activities involving students or minors in school partnerships.
- Involvement in community-focused or grassroots organizations.



# Director of Development

This role is a board of directors position and is responsible for creating and pursuing fundraising, grant, and donation opportunities for the organization. It reports to the executive board and is supported by additional director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:                                | ACTIONS:   |
|--|--|
| <b>Fundraising Strategy &amp; Implementation</b> | <ul style="list-style-type: none"> <li>● Create and execute comprehensive fundraising strategies aligned with the organization's mission and goals.</li> <li>● Establish and monitor annual fundraising targets in collaboration with the board and executive leadership.</li> <li>● Plan and oversee fundraising campaigns, including capital campaigns, annual giving, major gifts, and planned giving programs.</li> <li>● Act as a spokesperson or advocate for the organization to raise visibility and awareness when needed.</li> </ul>   |
| <b>Donor &amp; Membership Cultivation</b>        | <ul style="list-style-type: none"> <li>● Research and identify potential individual, corporate, and foundation donors.</li> <li>● Build and maintain strong relationships with current and prospective donors, ensuring personalized communication and engagement.</li> <li>● Recruit community members to expand organizational reach and impact.</li> </ul>  |
| <b>Grant Writing &amp; Management</b>            | <ul style="list-style-type: none"> <li>● Identify grant opportunities that align with the organization's mission and programs.</li> <li>● Write compelling grant proposals and ensure timely submission.</li> <li>● Manage grant reporting deadlines and ensure compliance with funder requirements.</li> </ul>  |
| <b>Event Planning &amp; Management</b>           | <ul style="list-style-type: none"> <li>● Plan and execute special events, such as galas, auctions, or community fundraisers, to engage donors and generate revenue.</li> <li>● Utilize metrics and data to evaluate the effectiveness of events and adjust strategies for future initiatives.</li> </ul>   |
| <b>Board Collaboration</b>                       | <ul style="list-style-type: none"> <li>● Collaborate with the executive board and directors to align fundraising efforts with the organization's mission.</li> <li>● Train and engage board members in fundraising efforts, including donor outreach and participation in events.</li> <li>● Work with director of digital communication to develop email campaigns, social media, and website marketing to engage donors and promote giving opportunities.</li> <li>● Assist the treasurer donor database record keeping, tracking, and contributions reporting as needed.</li> </ul> |

# Position Requirements

| PREFERRED                         | EXPERIENCE   |
|-----------------------------------|--|
| <b>Fundraising</b>                | Prior experience in nonprofit fundraising or development.  |
|                                   | Demonstrated success in securing major gifts, grants, or sponsorships.   |
|                                   | Experience managing fundraising campaigns, events, or a development team.  |
|                                   | Proven track record of researching, writing, and managing successful grant proposals.  |
| <b>Nonprofit Sector Knowledge</b> | Familiarity with nonprofit governance, fundraising regulations, and donor stewardship practices.   |
|                                   | Experience working for organizations with a similar mission and approach (e.g., history, education, or community engagement).  |
| <b>Technical Skills</b>           | Proficiency with donor management systems and online fundraising tools.  |
|                                   | Ability to develop and manage budgets for campaigns and fundraising programs.  |
| <b>Event Logistics</b>            | Experience planning and executing successful fundraising events, from small community gatherings to large-scale galas.   |
| <b>Education</b>                  | No strict academic requirements, but experience in a relevant field (e.g., nonprofit management, business, marketing, public relations, or communications) is preferred. |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- A genuine interest in history, education, or community engagement.
- Ability to handle challenges and adapt to evolving fundraising trends.
- Communicate the importance of preserving local history in a way that inspires support.





## Director of Digital Communication

This role is a board of directors position and is responsible for planning and executing strategies for web communication, including social media and digital marketing. It reports to the executive board and is supported by additional director positions.

### Role Overview - Volunteer

| RESPONSIBILITIES:                        | ACTIONS:  |
|--|---|
| <b>Brand Standards &amp; Recognition</b> | <ul style="list-style-type: none"> <li>● Utilizing high resolution, professional branding across all platforms, including FHA logo, colors, and fonts where possible.</li> <li>● Creating on-brand content that reflects the mission, vision, and values of the organization.</li> <li>● Ensuring professional standard and brand voice across all content.</li> </ul>  |
| <b>Strategic Planning</b>                | <ul style="list-style-type: none"> <li>● Create and implement a comprehensive digital communication strategy aligned with the organization's mission, goals, and branding.</li> <li>● Communicating with board of directors to ensure content accuracy</li> <li>● Scheduling content dissemination in advance for executive board approval and timely delivery</li> <li>● Providing data-driven feedback to the board in order to improve effective marketing and grow the organization's general audience</li> </ul> |
| <b>Platform Management</b>               | <ul style="list-style-type: none"> <li>● Overseeing the organization's social platforms (Facebook, Instagram, LinkedIn, YouTube).</li> <li>● Maintaining transparency, building positive engagement, and fostering an online community.</li> </ul>  |
| <b>Communication</b>                     | <ul style="list-style-type: none"> <li>● Coordinate messaging across all digital platforms (website, social media, email newsletters, blogs, etc.) to ensure consistency and impact.</li> <li>● Overseeing the creation and distribution of monthly updates, quarterly newsletters, and annual invitations</li> </ul>   |

# Position Requirements

| PREFERRED                         | EXPERIENCE  |
|-----------------------------------|---|
| <b>Technical Skills</b>           | Proven experience managing established and emerging platforms for engagement and brand awareness.   |
|                                   | Management of social media platforms, email marketing, and digital advertising.   |
|                                   | Understanding of analytics and best practices for tracking engagement and optimized content.  |
|                                   | Experience running paid ad campaigns if required.   |
| <b>Nonprofit Sector Knowledge</b> | Familiarity with nonprofit operations, especially in the areas of membership growth and public engagement.  |
|                                   | Experience developing and executing digital strategies that align with organizational goals   |
| <b>Communication</b>              | Strong ability to write engaging, clear, and persuasive content for websites, social media, and email campaigns.  |
|                                   | Experience in storytelling and creating content that resonates with audiences, especially related to history, culture, or nonprofit work.                         |
|                                   | Ability to edit and proofread content to ensure accuracy and professionalism.   |
| <b>Community Engagement</b>       | Experience building and engaging online communities through interactive content, social media engagement, and email campaigns.                                    |
|                                   | Ability to analyze audience data and adjust strategies to improve reach and impact.   |
|                                   | Experience in reputation management, including handling comments, online reviews, and crisis communication.   |
| <b>Education</b>                  | No strict academic requirements, but a degree in a relevant field such as communications, marketing, public relations, digital media, or journalism is preferred. |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Creative and innovative in developing content and campaigns
- Detail-oriented and organized with a data-driven mindset
- Willingness to dedicate the necessary time for board meetings and digital strategy execution



## Director of History & Research

This role is a board of directors position and is responsible for creating public accessibility to Fulshear history and ensuring accuracy through scholarly research. It reports to the executive board, and is supported by additional director positions.

### Role Overview - Volunteer

| RESPONSIBILITIES:                     | ACTIONS:  |
|---------------------------------------|---|
| <b>Historical Research</b>            | <ul style="list-style-type: none"> <li>● Investigate and document local history, cultural heritage, and significant events or figures.</li> <li>● Verify the accuracy and authenticity of historical information and sources.</li> <li>● Collaborate with other directors to organize, digitize, and present historical items and recollections.</li> </ul>   |
| <b>Program Development</b>            | <ul style="list-style-type: none"> <li>● Work with director of education to create and implement programs to teach local history to students, community members, and other stakeholders.</li> <li>● Manage research initiatives, such as documenting untold stories, creating historical exhibits, or publishing findings.</li> <li>● Support historical-themed events, lectures, or workshops, ensuring content is historically accurate and engaging.</li> </ul>  |
| <b>Engagement &amp; Collaboration</b> | <ul style="list-style-type: none"> <li>● Collaborate with schools, libraries, museums, and other community organizations to promote historical awareness.</li> <li>● Work with community members to collect and preserve personal stories and accounts of historical events.</li> <li>● Develop ways for the public to access research through, such as web postings, exhibits, publications, or digital archives.</li> <li>● Assist director of development with identifying and applying for approved grants related to historical research.</li> </ul> |
| <b>Supervision</b>                    | <ul style="list-style-type: none"> <li>● Assist volunteers, students, or community members conducting research or working on historical projects.</li> <li>● Create committees as needed to assist the organization in furthering historical knowledge and understanding.</li> <li>● Provide training for community members assisting with research, archiving, or educational programs.</li> </ul>   |
| <b>Content Creation</b>               | <ul style="list-style-type: none"> <li>● Independently or collaboratively, write articles, reports, or blog posts based on historical research for publication or presentation.</li> <li>● Assist in exhibit development that showcases local history.</li> <li>● Propose and develop approved online resources, such as blogs, podcasts, or videos to share historical information.</li> </ul>   |

# Position Requirements

| PREFERRED                          | EXPERIENCE   |
|------------------------------------|--|
| <b>Research &amp; Presentation</b> | Conducting historical research, archival work, teaching, or working in a related field.  |
|                                    | Creating and implementing history-focused programs or educational initiatives.   |
| <b>Leadership</b>                  | Experience managing teams of researchers, volunteers, or students.   |
|                                    | Proven ability to build partnerships with schools, libraries, museums, or community groups.  |
|                                    | Experience mentoring students or interns in historical research projects.  |
| <b>Communication</b>               | Strong writing skills for developing reports, articles, and educational materials.   |
|                                    | Experience presenting research at conferences, workshops, or public events.  |
|                                    | Ability to convey historical information to diverse audiences in an engaging and accessible way.   |
| <b>Knowledge of Standards</b>      | Understanding of ethical practices in historical research and public history.  |
| <b>Education</b>                   | No strict academic requirements, but a degree in history, public history, museum studies, library and archival science, or a related field is preferred. |
|                                    | Familiarity with history of the region or subject matter related to the organization's mission.  |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- A genuine interest in preserving and sharing historical stories.
- Meticulous research and documentation skills.
- Innovative approaches to making history relevant, engaging, and accessible for modern audiences.



# Director of Education

This role is a board of directors position and is responsible for developing, implementing, and overseeing educational programs and initiatives, bridging FHA resources and the needs of local students, educators, and districts. It reports to the executive board and is supported by additional director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:   | ACTIONS:   |
|---|--|
| <b>Program Development, Implementation &amp; Evaluation</b> | <ul style="list-style-type: none"> <li>● Create and implement educational programs, workshops, and curricula that align with the organization's mission.</li> <li>● Ensure programs are relevant, engaging, and tailored to the needs of diverse audiences, including students, educators, and the general public.</li> <li>● Use evidence-based teaching methods and tools to maximize educational impact.</li> <li>● Develop metrics to evaluate the success and impact of educational programs.</li> <li>● Gather feedback from participants, educators, and stakeholders to improve offerings.</li> <li>● Prepare reports on educational program performance for internal and external stakeholders, including funders.</li> </ul> |
| <b>Curriculum &amp; Resource Development</b>                | <ul style="list-style-type: none"> <li>● Develop lesson plans, teaching guides, and supplementary materials for educational initiatives.</li> <li>● Incorporate digital tools and platforms, such as e-learning modules, virtual tours, or interactive exhibits, into educational offerings.</li> <li>● Ensure programs meet relevant educational standards (e.g., state curriculum guidelines) where applicable.</li> </ul>   |
| <b>Collaboration</b>  | <ul style="list-style-type: none"> <li>● Work with local schools and educators to promote and integrate the organization's programs into their curricula.</li> <li>● Provide professional development opportunities for teachers to enhance their historical or subject-specific knowledge.</li> <li>● Create opportunities for student involvement, such as internships, mentorships, or project-based learning.</li> <li>● Provide training and guidance to volunteers, educators, or community members who deliver educational programs.</li> <li>● Collaborate with director of development to recommend or secure funding for programs and materials.</li> </ul>  |
| <b>Strategic Planning</b>                                   | <ul style="list-style-type: none"> <li>● Develop and execute short- and long-term educational objectives in alignment with organizational priorities.</li> <li>● Explore opportunities to broaden the impact of the organization's educational initiatives through partnerships or new formats.</li> </ul>   |
| <b>Advocacy &amp; Representation</b>                        | <ul style="list-style-type: none"> <li>● Advocate for the importance of local history education and the organization's role in the community.</li> <li>● Attend conferences, community events, and meetings to promote the organization's educational mission.</li> </ul>  |

# Position Requirements

| PREFERRED  | EXPERIENCE   |
|--|--|
| <b>Educator<br/>or Trainer</b>                     | Designing and implementing educational programs or trainings, preferably in a nonprofit, museum, or school setting.                                  |
|  | Familiarity with local, state, or national education standards is preferred, especially for programs designed for schools.                           |
|  | Training or managing partners or volunteers involved in educational programming.   |
|  | Background in assessing the effectiveness of educational initiatives and making data-driven improvements.  |
| <b>Curriculum &amp;<br/>Instruction<br/>Design</b> | Creating lesson plans, teaching guides, or other educational materials aligned with standards or organizational goals.                               |
|  | Familiarity with learning theories, digital learning tools, and engagement strategies for diverse audiences.   |
| <b>Communication</b>                               | Strong ability to engage with educators, students, community members, and organizational stakeholders.   |
|  | Experience building relationships with schools, educators, or community groups.  |
|  | Proficiency in using educational technology, such as e-learning platforms, virtual tours, or multimedia content creation tools.                      |
| <b>Education</b>                                   | No strict academic requirements, but a degree in education, public history, museum studies, curriculum development, or a related field is preferred. |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Genuine enthusiasm for teaching and inspiring lifelong learning.
- Ability to design innovative programs and adapt them to different audiences.
- Strong ability to manage multiple projects and meet deadlines effectively.



## Director of Preservation & Archives

This role is a board of directors position and is responsible for developing and promoting preservation best practices, as well as overseeing the web archiving partnership program. It reports to the executive board and is supported by additional director positions.

### Role Overview - Volunteer

| RESPONSIBILITIES:                 | ACTIONS:  |
|-----------------------------------|---|
| <b>Preservation</b>               | <ul style="list-style-type: none"> <li>● Research, develop, and promote preservation best practices and resources for partners, community members, and stakeholders.</li> <li>● Explore and report local preservation efforts and opportunities to board of directors.</li> <li>● Engage and assist relevant stakeholders in preservation efforts when possible.</li> </ul>   |
| <b>Archival Management</b>        | <ul style="list-style-type: none"> <li>● Work with executive board to develop and execute strategies for preserving digital records and websites using Community Webs, Archive-It, and Vault.</li> <li>● Utilize Internet Archive's Community Webs program to create public accessibility to archival collections.</li> <li>● Use Archive-It to capture and preserve web-based content such as local websites, social media pages, and online publications that are relevant to the organization's mission.</li> <li>● Oversee the organization's use of Vault for secure and scalable long-term storage of digital files and resources.</li> </ul> |
| <b>Strategic Planning</b>         | <ul style="list-style-type: none"> <li>● Integrate Community Webs, Archive-It, and Vault into long-term preservation goals.</li> <li>● Plan for the sustainable growth of web archives and digital collections.</li> <li>● Identify and appraise websites, and digital resources for archiving via Archive-It and Community Webs.</li> <li>● Propose archive collections and associated assets to the board for approval.</li> <li>● Work with director of development to help identify, propose, and secure grants or funding for continued web archival services.</li> </ul>  |
| <b>Policy &amp; Documentation</b> | <ul style="list-style-type: none"> <li>● Coordinate with executive board members to create effective policies and contracts to support web archiving.</li> <li>● Utilize contracts with partners, stakeholders, and online networks to acquire proper permissions and examine project considerations.</li> <li>● Research Copyright and Intellectual Property rights as it pertains to digitized items and archive resources.</li> <li>● Understand, implement, and promote Fair Use laws.</li> </ul>   |
| <b>Communication</b>              | <ul style="list-style-type: none"> <li>● Develop materials for preservation best-practices or web archiving knowledge for public distribution.</li> <li>● Recommend informative marketing opportunities to the board related to preservation and/or archiving (national preservation month, hurricane preparedness, etc.).</li> <li>● Serve as an advocate and point of contact for public interest in history preservation projects, including related Scout programs and proposals.</li> </ul>  |





# Position Requirements

| PREFERRED                                     | EXPERIENCE   |
|---|--|
| <b>Preservation &amp; Archiving Knowledge</b> | Managing physical and/or digital archives, including preservation, organization, and cataloging.   |
|   | Familiarity with, or willing to learn, digital preservation techniques, tools, and platforms like Vault or Community Webs.   |
|   | Appraising, acquiring, and organizing digital materials or sources for archives.   |
|   | Familiarity with best practices for physical and digital preservation, including those outlined by organizations like the Society of American Archivists (SAA).    |
|   | Familiarity with digital repository systems, metadata standards (e.g., Dublin Core, MODS), and file formats for long-term preservation.                            |
| <b>Project Management</b>                     | Demonstrated success in managing archival or preservation projects, including collaboration, budgeting, and timelines.   |
| <b>Community Outreach</b>                     | Presenting or educating others on archival methods, web archiving, or digital/physical preservation.   |
|   | Proven ability to work with donors, community members, researchers, and technical partners to achieve positive outcomes and build ongoing relationships.           |
| <b>Education</b>                              | No strict academic requirements, but a degree in archival studies, library science, history, museum studies, information science, or a related field is preferred. |
|   | Additional coursework/certifications in digital preservation, web archiving, or metadata standards are a plus.   |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Interest in history, heritage, and preservation
- Ability to balance traditional methods with innovative digital tools.
- Willingness to dedicate the necessary time for accurate data input and records creation.



# Director of Digital Collections

This role is a board of directors position and is responsible for assisting in the development and management of the Fulshear Digital Collection and associated records, as well as assisting with related digital partnership projects. It reports to the executive board and is supported by additional director positions.

## Role Overview - Volunteer

| RESPONSIBILITIES:   | ACTIONS:  |
|---|---|
| <b>Digital Collection Development</b>                     | <ul style="list-style-type: none"> <li>Oversee the development and management of the Fulshear Digital Collection using CatalogIt.</li> <li>Curate, organize, and input data for digital assets in CatalogIt, ensuring accurate and detailed metadata for discoverability.</li> <li>Collaborate with local partners, community members, and organizations to identify and digitize materials related to Fulshear's history.</li> </ul>   |
| <b>Digitization Efforts</b>                               | <ul style="list-style-type: none"> <li>Lead the digitization of physical materials, including photographs, documents, and artifacts, ensuring high-quality digital reproductions.</li> <li>Provide guidance and technical support to partners and community members for digitizing their historical materials.</li> <li>Propose and implement digitization standards and workflows that ensure materials are preserved effectively and documented properly.</li> <li>Facilitate joint projects that bring together local organizations to digitize and share historical materials.</li> </ul>   |
| <b>Platform Management &amp; Collection Accessibility</b> | <ul style="list-style-type: none"> <li>Serve as an administrator for CatalogIt, managing overall functionality.</li> <li>Apply and maintain metadata standards within CatalogIt to ensure consistency and compatibility with archival best practices.</li> <li>Develop effective and professional methods for using CatalogIt efficiently for inputting and accessing digital collections.</li> </ul>   |
| <b>Strategic Planning</b>                                 | <ul style="list-style-type: none"> <li>Work with the executive board to develop a vision and roadmap for the growth of the Fulshear Digital Collection, incorporating both short-term and long-term goals.</li> <li>Track and report on the growth and usage of the digital collection to stakeholders, partners, and funders.</li> <li>Collaborate with director of development to recommend grant or funding opportunities to support the collection.</li> <li>Work with executive board to develop and implement a project budget as needed. Make recommendations for additional tools (cameras, hard drives, etc.) or necessities that impact this budget.</li> </ul> |
| <b>Policy &amp; Documentation</b>                         | <ul style="list-style-type: none"> <li>Coordinate with executive board members to create effective policies and contracts to support web archiving.</li> <li>Utilize contracts with partners, stakeholders, and online networks to acquire proper permissions and examine project considerations.</li> <li>Work with executive board to develop and enforce policies for digital material acquisition, copyright/intellectual property, and usage within the Fulshear Digital Collection.</li> <li>Understand, implement, and promote Fair Use laws.</li> </ul>   |

# Position Requirements

| PREFERRED                                  | EXPERIENCE   |
|--|--|
| <b>Digital Stewardship</b>                 | Managing digital collections, archives, or library systems, including cataloging and metadata management.  |
|  | Experience planning and executing digitization projects, including scanning, photographing, or otherwise digitizing physical materials.                                |
|  | Prior experience working with community partners, donors, or volunteers on history, archival, or preservation projects.  |
| <b>Software &amp; Technology Knowledge</b> | Hands-on experience with CatalogIt or equivalent collection management systems (e.g., PastPerfect, ArchivesSpace, etc.), or willingness to learn.                      |
|  | Experience using scanning equipment, cameras, and related software for digitizing physical materials.  |
|  | Knowledge of metadata standards like Dublin Core, MODS, or MARC for cataloging digital items.  |
|  | Proficiency in managing digital files, including naming conventions, organization, and file format optimization for preservation.                                      |
| <b>Project Management</b>                  | Demonstrated success in leading digitization and digital collection projects from planning to execution, including collaboration, budgeting, and timeline development. |
| <b>Community Outreach</b>                  | Presenting or educating others on digitization methods, collection development and accessibility.  |
|  | Proven ability to work with donors, community members, researchers, and technical partners to achieve positive outcomes and build ongoing relationships.               |
| <b>Education</b>                           | No strict academic requirements, but a degree in library science, museum studies, history, archival studies, information science, or a related field is preferred.     |
|  | Coursework or certifications in digital preservation, metadata standards, or digitization techniques is a plus.  |

## Additional Considerations

- Respect and fondness for the people (both past and present) of Fulshear, Texas
- Interest in the humanities and technology
- Comfortable learning and adapting to new digital tools and technologies as needed
- Detail-oriented, ensuring accuracy driven