

STATE PRESERVATION & RESTORATION JOB DESCRIPTION

(OVERSEES STATE GRANT AWARDS)

The Preservation & Restoration (P&R) Chairman shall be appointed by the State President subject to the approval of the State Executive Board for a term of 2 years or to complete an unexpired term.

DUTIES:

1. Shall preside over all official meetings of the Preservation & Restoration Committee. The Committee may consist of Past State Presidents who are active members in good standing.
2. Shall attend any meetings for the purpose of reporting the P&R activities upon request of the State President.
3. Shall prepare an Annual Report in triplicate to be presented at the State Council Meeting – one copy for your file, one for the State President’s file, and one for the Recording Secretary.
4. Shall act as liaison between the Chapters involved in the project and the State Executive Board.
5. Shall prepare and submit articles to the State newsletter as necessary or required.
6. Shall send letters of appreciation and thanks to the donors of the P&R Restoration Fund, upon receipt of the record of donations to the P&R Restoration Fund from the State Treasurer.
7. Shall itemize expenses and attach receipts when requesting reimbursement from State Treasurer.
8. Shall publish, as necessary, a request in the State newsletter for suggestions from the general membership for State P&R project recommendations.
9. Shall maintain a file of all P&R projects for consideration.
10. Shall call meetings when necessary of the Committee for the purpose of selecting a P&R project for recommendation to the State Executive Board for approval.
11. Shall ensure all P&R project applications following the State P&R Guidelines. Projects considered may be listed on the National and/or State Historical Registry.

If the State follows the International P&R Guidelines and Policies, the Guidelines and Policies in effect at the start of the State P&R cycle are the guidelines and policies that should be used by the judges for that grant cycle.

12. Whether the State follows International P&R Guidelines and Policies or not, that should be stated in the State Policies. Other P&R Guidelines that should be covered in the State Policies include:

- a. Who comprises the judges for the awarding of the P&R grants.
- b. The range of dollar amount acceptable for a grant award.
- c. Anything else the State deems necessary for clarity and understanding of all members and chapters.

The P&R Chairman should include in her final report any suggestions for problems or concerns that arose so that they may be addressed by the State Executive Board before the next grant cycle begins.

13. Shall reimburse expenses incurred from the P&R Committee (postage, phone) from the State Historical P&R Fund.

14. Shall keep files current and be prepared to transfer to successor. A written report should be kept for your file and one to the State President.

DUTIES: (GRANT REWARDS)

1. Shall publish annually, information regarding the State Grants Program.
2. Projects considered may be listed on the National and/or State Historical Registry. Projects must not be privately owned.
3. In year grants are being awarded, send notice of deadline, guidelines, and application to Chapter Presidents.
4. Project and Grant applications shall follow the State P&R Guidelines and Policies.
5. Receive grant applications and send copies to P&R Committee member for evaluation and grant award decisions.
6. The chairman should read the application carefully and communicate with the chapter any corrections or additions necessary to give the proposal a good chance of passing the committee. This should be done before the application is sent to the committee.
7. Call meeting of P&R Committee for decisions regarding grant awards.

8. Notify Chapter Presidents and P&R Project Managers of decision regarding their grant request. The P&R chairperson should ask the chapters to vote on the project for the State after she submits it to the State Board.
9. Notify State Treasurer to prepare checks for grant recipients and award checks at State Annual Meeting.
10. Prepare article for State newsletter and website (if applicable) showing list of awards recipients.
11. Follow up with Chapter to be sure monies (limit of \$500.00 per grant and only one grant per chapter per year) are spent within 1 year of award and that all requirements have been met.
12. Prepare a written report in triplicate for your file, State President file, and Recording Secretary file.

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