

GHHS COMMITTEE DUTIES

AUCTION & COLLECTIBLES

Black Tie Auction: Items donated throughout the year are auctioned in October. Sub committees are required for sponsorship and ticket sales.

Vintage & Collectibles Sales: A variety of collectible items which are donated by the public to GHHS and the GHHS Victorian Tea blend are sold at every Tea and on Canada Day.

COMMUNICATIONS

The Society Times: Gathers information, pictures on activities of the Society and publishes a newsletter that is distributed to members and volunteers. Typing and publishing skills are required.

Social Media: Update the Website, Face Book and Instagram.

Office Duties: Helps with folding newsletter, mailing and/or create various documents, etc.

MEMBERSHIP

Membership: Keeps record of membership registration and updates membership database. Membership dues are collected monthly and turned over to the treasurer.

Jocko's Friends: This is the youth club. The committee plans a variety of activities on a quarterly basis for school age children who are members of the Jocko's Friends. Events are held for enjoyment, to learn leadership skills. **Volunteers are required to submit criminal record and Vulnerable Sector checks prior to volunteering on this committee**

MUSEUM

Dusting: At the request of the House, this committee cleans and dusts the artifacts, silver and antiques within the museum and in storage. Knowledge of care and handling of artefacts will be an asset.

Inventory: At the request of the House, volunteers will assist with confirming the list of artefacts within the Museum and in storage. Knowledge of handling of artifacts will be an asset.

Research Room: At the request of the House, volunteers will assess the collection of information from Government House and the Society in order to make it useful to everyone.

OTHERS COMMITTEES

Board: Makes decisions on behalf of the Society and approves recommendations from committees, etc. Needs to be a paid member to join the board.

By-Laws & Policy: Develop by-laws and policies for GHHS.

Dickens Yuletide Singers: Committee plans this event in December for the public to attend during the Christmas season.

New Event: Organizes events exclusive to current GHHS volunteers and also that will attract new volunteers.

Volunteer Recognition Committee: The committee is responsible for researching, recommending, planning and implementing volunteer appreciation activities. The receive and investigate complaints from volunteers. **Some restrictions may apply**

VICTORIAN TEA

Kitchen: The volunteers shop and prepare all foods served at the Tea.

Ball Room – for the monthly tea

Back Landing: Cleans dishes. Regular apron

Buffet Table: Fills tea orders presented by Servers. Black Skirt, white blouse with flowered apron

Cashier: Collects payment for the Tea.

Dessert Trolley: Serves dessert. Black skirt, black blouse with white apron with a mob cap

Greeter: Welcomes tea guest and informs them of their table number. Black skirt, black blouse with white apron with a mob cap.

Laundry: Launders and irons napkins and table toppers and aprons if needed.

Piano: Plays music during tea

Tables (servers): Takes order and serves guests during tea. Black Skirt, white blouse with flowered apron

Tea Maker: Makes tea. Regular apron

Tea reservation: Checks and confirms guests' reservation requests. Assigns tables to tea guests

Float: Seats guests and helps as needed. Black skirt, black blouse with white apron with a mob cap

Note:

- All **new** volunteers are required to attend an Information Session and sign the Volunteer Policy prior to volunteering. This policy is reviewed and signed every 3 years by all volunteers.
- All volunteers will receive training and instruction in the areas in which they choose to volunteer.
- **The time commitment** to maintain your status as GHHS volunteer is ten hours.
- **Criminal Record Check (CRC) and Vulnerable Sector Check (VSC):** Board members are required to submit a CRC. Only those volunteers who are in direct contact with or supervision of vulnerable persons require a valid VSC in addition to CRC prior to volunteering. All Criminal Record Checks and Vulnerable Sector Checks would be considered valid for 5 years