

## GHHS COMMITTEE DUTIES

### AUCTION & COLLECTIBLES

**Black Tie Auction:** **Temporarily on hold.**

**Vintage & Collectibles Sales:** A variety of collectible items are donated by the public to GHHS and the GHHS Victorian Tea blend is 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, Facebook, and Instagram.

**Office Duties:** Helps with folding newsletters, mailing and/or creating 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:** **Temporarily on hold.**

### Museum/Collection Club:

**Collection Care:** Under the supervision of the House, this group may clean and/or dust artifacts, polish silver artifacts, and help with the inventory of the collection. Group members will be trained in the care and handling of artifacts.

**Artifact Research:** Under the supervision of the House, this group may also get involved in more artifact cataloging. Group members will be trained in the process and, in the care and handling of artifacts.

**General Research:** Government House is always looking to expand its body of knowledge on various topics related to the property, the building, the Government House Historical Society, and the Office of the Lieutenant Governor. All research could be used for current and/or future exhibit and programming needs.

### OTHERS COMMITTEES

**Board:** Makes decisions on behalf of the Society and approves recommendations from committees, etc. Only paid members are eligible to be voted to the board.

**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, that could attract new volunteers.

**Roarin' '20s:** This Committee was formed to develop and implement the Roarin' 20's event in partnership between Government House and Government House Historical Society. The event will use the unique setting of Government House to provide an event that may include a meal, entertainment i.e., *Speakeasy and Mystery Murder*, prizes, and/or activities in a social setting that promotes the mandates of both organizations.

**Volunteer Recognition Committee:** The committee is responsible for researching, recommending, planning, and implementing volunteer appreciation activities. **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 a flowered apron

**Cashier:** Collects payment for the Tea.

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

**Greeter:** Welcomes tea guests and informs them of their table number: black skirt, a black blouse, 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 orders and serves guests during tea. Black Skirt, white blouse with a 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, a black blouse a 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 a 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