

San Antonio Conservation Society Job Description

HISTORIC BUILDING SURVEYS COMMITTEE

The purpose of this committee, formed in 2001 is to assist the City of San Antonio's Office of Historic Preservation with the survey of potential historic structures located in the original 36-square miles of the city limits. The survey was initiated with a \$50,000 bequest to the Society from the Estate of Ann Eichrnhort Miller. This committee now incorporates, but is not limited to the Historic Gas Station Survey and the Mid-Century Modern Survey Committees. It should be noted that the Historic Gas Station Survey, underway since 2011 was created to update and expand the survey originally completed in 1984. The committee will identify, research, and record information about these properties as a part of the survey effort.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities of the committee.
4. Committee should include 1st Vice President and two Active Members (not on the Board of Directors).
5. The committee will be responsible for photographing and researching all surveyed properties.
6. The Chair serves as the Society's liaison with the City's Office of Historic Preservation, regarding recruiting and training committee members and conducting the surveys throughout the year.
7. Under the guidance of the Office of Historic Preservation, organize and implement a plan for specific surveys.
8. The Chair serves on the survey Task Force Committee for the City of San Antonio.
9. File a report of the committee's activities before the June general membership meeting.