

**San Antonio Conservation Society  
Job Description**

**STEVES HOMESTEAD COMPLEX**

The purpose of this committee is to oversee the maintenance and functions of the Steves Homestead Complex. This includes the short-term rentals; however, the Staff Liaison manages the usage application process.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to the committee and present to the President for approval. Assign committee duties to members.
2. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.
3. The First Vice-President is an Ex-Officio on all properties owned by the Society
4. Keep the President informed of all meetings and activities of the committee.
5. Work with Staff Liaison to coordinate all activities.
6. In coordination with the Staff Liaison, maintain a calendar for the various events for the current year and report to Board when appropriate.
7. Be familiar with the *General Usage Guidelines for the Steves Homestead Property*.
8. With the Properties Restoration Manager, review and participate in meetings regarding leasing of Society/ Foundation properties, reporting to the President and Executive Committee as necessary.
9. Coordinate with the Museum Attendants to ensure that the museum function of the house is carried out.
10. Coordinate with the Steves Events Chair regarding all programs held at the Steves.
11. Coordinate with the Special Events Chair regarding decorating the Steves Homestead for the annual Christmas Party (December General Membership Meeting) and for other occasions.
12. Be responsible for the upkeep of all furniture in the building, keeping a current inventory. Notify the Properties Restoration Manager regarding any accession or deaccession changes.
13. File a final report of the committee's activities before the June general membership meeting.