

**San Antonio Conservation Society
Job Description**

YTURRI-EDMUNDS COMPLEX

The purpose of this committee is to oversee the maintenance and functions of the Yturri-Edmunds Historic Site and Complex. Homestead Complex. 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. Work with the Yturri-Edmunds Master Plan Committee Chair regarding plans for the site and maintain
8. With the Properties Restoration Manager, review and participate in meetings regarding leasing of this property, reporting to the President and Executive Committee as necessary.
9. 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.
10. File a final report of the committee's activities before the June general membership meeting.