

**San Antonio Conservation Society Foundation  
Job Description**

**YTURRI EDMUNDS HOMESTEAD COMPLEX**

The purpose of this committee is to oversee the maintenance and functions of the Yturri-Edmunds Homestead Complex. This includes the short-term rentals. Staff Liaison manages the usage application process. The committee shall consist of a chairman and vice chairman along with a team of associate and active members.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. The First Vice-President is an Ex-Officio on all properties owned by the Society and Foundation
4. Work with Staff Liaison to coordinate all activities.
5. In coordination with the Staff Liaison, maintain a calendar for the various events for the current year and report to Board when appropriate.
6. With the Preservation Specialist-Properties Manager, review and participate in meetings regarding leasing of the Yturri Edmunds Homestead, reporting to the President and Executive Committee as necessary.
7. Be responsible for the upkeep of all furniture in the building, keeping a current inventory. Notify the Preservation Specialist-Properties Manager regarding any accession or deaccession changes.
8. Email Yturri Edmunds Carriage House tenant regarding upcoming events
9. Work with committee chairs who have events scheduled at Yturri Homestead Property.
10. Coordinate with volunteers and staff support for seasonal decoration at the Yturri Edmunds property including the Christmas Decorations if any.
11. File a final report of the committee's activities before the June Board meeting.