



Policies and Procedures Manual

As adopted November 5, 2025

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Organizational Policies

Councils, Committees, and Sub-Committees

Committees may be named by the Executive Board as the need arises. Members of such Committees shall be eligible to receive reimbursement for reasonable travel expenses at the discretion of the Executive Board. If a vacancy occurs on any of the committees or subcommittees mentioned above, the President of the Society shall appoint a member of the Society for the remainder of that term.

An "ex-officio" member refers to someone who is part of a committee or board by virtue of holding a particular office or position, rather than by being specifically elected or appointed. An ex-officio member hold both voice and vote.

Financial Committee

The Treasurer of the Wyoming Historical Society shall appoint the Financial Committee. The Committee shall be composed of three (3) members: two members of the Executive Board: one shall be the Treasurer who shall serve as Chairperson, the President of the Society, and one (1) additional members in good standing to be to be appointed annually by the Executive Board. A member should serve no more than three (3) consecutive years on this Committee. The Executive Director shall serve as an ex-officio member of this Committee.

The purpose of this Committee is to assess the Wyoming Historical Society financial health and make recommendations to the Executive Board. The Committee shall meet a minimum of two times annually, and more if desired or required. This Committee will work closely with the Executive Director. The Committee shall submit an annual of report its activities to the Executive Director by August 15th to be included in the Annual Meeting Report.

Awards Committee

The Awards Committee shall be composed of the a member of the Executive Board to serve as Chairman, and two (2) to four (4) additional Society members in good standing to be appointed annually by the Executive Board. A member should serve no more than three (3) consecutive years on this Committee. The Executive Board shall designate one member to be Chairperson.

The Committee's duty shall be to publicize and solicit participation of Society members in the awards program; to secure entries in the various categories; to classify and make awards according to the rules set forth by the Executive Board.

The committee shall encourage partners and other statewide organizations in their preservation efforts as it relates to Wyoming's cultural and physical heritage.

The committee shall review nominations for and select the recipient of (1) the Maurine Carley Memorial Award, (2) the Outstanding Preservation Project Awards, and arrange for presentation of these awards to the recipients at the Annual Awards banquet.

The Chairman, can, with the approval of the rest of the Awards Committee, create additional ad-hoc committees to address aspects of the awards; such as event planning, specific and or new / awards.

Communications Committee

The Communications Committee shall be composed seven (7) total members, five (5) members shall be appointed annually by the Executive Board and shall serve as Chairperson's of the subcommittees. A member should serve no more than three (3) consecutive years on this Committee or any Subcommittee:

- Subcommittee Chairperson's of the
 - Publications,
 - Website,
 - Marketing and Events subcommittees
 - and the Legislative Advisory Council Chairperson
 - The President, Treasurer, and the Executive Director shall act as ex-officio members of the Communications Committee.

The Committee's duties shall be to keep all forms of Communication between the Executive Board, the Members of the Wyoming Historical Society, and the public at-large up-to-date and open through various mediums determined by Communications Committee and approved by the Executive Board by two-thirds majority vote of each.

The Committee's duties shall also include making recommendations regarding the printing and publication of the *Wyoming History News* and *The Wyoming Historian* history journal, the annual fundraising Calendar, the website (wysws.org), and WyoHistory.org. This includes financial recommendations and payment of authors if appropriate.

The Committee will work closely with the Society President, Treasurer, Executive Director, and the other Communications Subcommittee Chairs.

Subcommittees may be changed, disbanded, or created on recommendation of the Communications Committee and approved by the Executive Board by a two-thirds majority vote.

Public Relations and Marketing Subcommittee

The Public Relations and Marketing Subcommittee was organized in 2025 in recognition of the need Wyoming Historical Society, its Mission and Vision, to ensure the longevity of the society through awareness, knowledge, and membership.

The Public Relations and Marketing Subcommittee will be composed of five (5) total members: three Society members in good standing appointed annually by the Executive Board, the Executive Director, and the Chair of the Membership Subcommittee.

The Subcommittee will be responsible for the development of marketing strategies, including but not limited to, both for Donor Fundraising Drives and promotion of events and Wyoming Historical Society branded items for fundraising, Social Media; and shall submit an annual report its activities to the Executive Director by August 1st to be included in the Annual Meeting Report. The

Subcommittee will work closely with the Society President, Treasurer, Executive Director, Development Committee, and the other Communications Subcommittee Chairs.

The duties of this Subcommittee shall also be to promote activities such as treks to historic places, seminars on historical subjects and other projects that will advance the knowledge of Wyoming history and/or its preservation. The Subcommittee shall work closely with the Annual Trek Subcommittee.

Legislative Advisory Council

The Legislative Advisory Council shall be composed of one member of the Executive Board and two (2) additional Society members in good standing to be appointed by the Executive Board for three (3) year terms; with one (1) new member to be appointed as needed by the Executive Board. The Executive Board shall designate one member to be chairperson. The Executive Director shall serve as an ex-officio member of this Council.

The Council's duties shall be to keep the Society informed of any proposed legislation that would be of concern to the Society; to obtain sponsors for legislation that would benefit the Society, to keep the Executive Board through the Public Relations & Marketing Subcommittee, Communications Committee, and External Affairs Council, informed on all such proposed legislation, and shall submit an annual report its activities to the Executive Director by August 1st to be included in the Annual Meeting Report.

Members of this Council cannot be government employees.

Publications Subcommittee

The Publications Subcommittee shall consist of five members. Ex-officio members are the Treasurer, the Executive Director, the Editor of *Wyoming History News*, and the Editor of the *The Wyoming Historian*. Two Wyoming Historical Society members in good standing shall be appointed annually by the Executive Board.

If the Executive Director is serving as the Editor of *Wyoming History News*, the Executive Board may choose to appoint an additional member of the Society who is in good standing to the subcommittee.

The Publications Subcommittee shall assume responsibility for the oversight of the *Wyoming History News* and other matters as requested by the Society President. Specifically, the Subcommittee shall:

1. Make recommendations to the Communications Committee regarding production for the *Wyoming History News*, the Calendar, and other publications of the Society. Only the Executive Board, after review through the Management and Oversight Subcommittee, may enter into contractual agreements.
2. Establish editorial policies for the *Wyoming History News*, the Calendar, and other publications and help assure that timely and appropriate information is available to the editor.
3. Conduct a yearly review and evaluation of the *Wyoming History News*, the Calendar, as well as other publications of the Society.

Website Subcommittee

The Website Subcommittee shall be composed of three (3) people, one member of the Executive Board, the Executive Director, and one (1) additional Society member in good standing, appointed annually by the Executive Board. The individual or entity hosting the website shall appoint a representative to the Committee annually.

The duties of the Subcommittee will be to regularly review the content of the website, make recommendations to edit and improve its presentation, and provide the technical direction of the website. The Subcommittee shall submit an annual report of website activities to the Executive Director by August 1st to be included in the Annual Meeting Report.

Projects & Events Committee

The Projects & Events Committee shall be composed seven (7) total members:

- Subcommittee Chairperson's of the:
 - Projects
 - Grants
- Representatives of the Community hosting the Annual Trek and Annual Convention the upcoming year.
- The President and the Executive Director shall act as an ex-officio members of the Projects & Events Committee.

The Executive Board of the Wyoming Historical Society shall appoint the Chairperson of the committee and each subcommittee. Committee members shall be appointed annually as necessary by the Executive Board.

This Committee will be responsible for approving all grants, both those being requested and those being granted.

This Committee shall also work with the History Day Coordinators to select the winner of the Homsher Scholarship and administer the Homsher grants.

Projects / Education Subcommittee

This Committee was formerly the Wyoming Oral History and Folklore Association, or WOHA. This Committee shall be made up of a member of the Executive Board, appointed by the Executive Board, and four (4) members to be appointed by the President, with one (1) or two (2) new member(s) appointed annually as necessary. The Committee will select the Chairperson. The President and the Executive Director shall act as an ex-officio members of the subcommittee.

The Committee's duty shall be to look for history projects for the Wyoming Historical Society to initiate, partner with, and or promote, in all phases, in Wyoming. To act as consultants for advisors regarding these projects if needed and assists with history workshops sponsored by the Society. This committee should also work closely with the Grants Subcommittee, and the Development and Awards Committees.

Grants Subcommittee

The Grants Subcommittee shall be composed of three (3) – five (5) members. Ex-officio members of the Committee are the Treasurer, or appointee, and the Executive Director. Society member(d) in good standing appointed by the

Executive Board. The appointed members shall serve a three (3) year term, one appointed each year on a rotating basis.

The Subcommittees duty shall be to:

- Research Funding Opportunities: Identify and evaluate potential grant opportunities that align with the organization's mission and projects.
- Develop Grant Proposals: Collaborate with staff and volunteers to develop compelling grant proposals, including writing, editing, and assembling all necessary documentation.
- Submit Applications: Ensure that grant applications are submitted accurately and on time.
- Track Progress: Monitor the status of submitted grants and follow up as needed.
- Manage Grant Funds: Oversee the proper allocation and use of grant funds according to the grantor's guidelines.
- Report to Grantors: Prepare and submit required reports to grantors, detailing the use of funds and progress of funded projects.
- Build Relationships: Establish and maintain relationships with grantors, including foundations, corporations, and government agencies.
- Assess Impact: Evaluate the impact of funded projects and gather data to support future grant applications.

Annual Trek Subcommittee

The Annual Trek Subcommittee shall be three (3) people, a representative from the host community, the Executive Director, and one other member of the Society in good standing to be appointed annually by the Executive Board.

The Committee's duty shall be to work closely with the host community to plan and execute the Annual Trek, the pursuit of partnerships and funding, make recommendations for improvement, and to help market the event to increase attendance, and to solicit volunteers to help during the Trek.

Annual Convention Subcommittee

The Annual Convention Subcommittee shall be three (3) people, a representative from the host community, the Executive Director, and one other member of the Society in good standing to be appointed annually by the Executive Board.

The Committee's duty shall be to work closely with the host community to plan and execute the Annual convention, the pursuit of partnerships and funding, make recommendations for improvement, and to help market the event to increase attendance, and to solicit volunteers to help during the Meeting.

Partner Policy

General Partnership Principles

All partnerships undertaken by the Wyoming Historical Society (WHS) must adhere to the following principles:

- **Mission Alignment:** The partnership's goals and the partner's activities must be consistent with the WHS's mission to preserve, promote, and interpret Wyoming and Western history.
- **Mutual Benefit:** The partnership must provide a clear, measurable benefit to both the WHS and the partner, which may include financial support, increased access to historical resources, enhanced public awareness, or shared expertise.
- **Ethical Standards:** Partners must uphold the highest standards of professional and historical ethics. Partnerships shall not compromise the integrity of the WHS's collections, research, or public trust.
- **Formal Agreement:** All partnerships, regardless of category, must be formalized through a written Memorandum of Understanding (MOU) or a contract, clearly defining roles, responsibilities, deliverables, use of logos/branding, timelines, and termination clauses.

Categories of Partnership

A. Projects and Program Partners

This category covers short-term or long-term collaborations with other organizations (non-profit, educational, or private) on specific initiatives, events, or programs (e.g., traveling exhibits, research papers, lecture series, or archaeological digs).

- **Criteria:** Partners must contribute specialized knowledge, financial resources, or in-kind services (e.g., facility use, technical skills) essential for the project's success. The project must have clear, defined outcomes that advance the WHS's educational or preservation goals.
- **Key Consideration:** The MOU must specify the ownership and intellectual property rights (e.g., copyright, licensing) for all materials and content created as a result of the collaboration.

B. Museum, Historical Site, & Historical Organizational Partners

This category focuses on collaborative working relationships with local, state, and national history-focused organizations, including county chapters, museums, archives, and libraries.

- **Criteria:** Partnerships must primarily support the sharing of resources, expertise, or collections to achieve shared preservation and access goals. This includes joint efforts to:
 - Coordinate collecting scopes to avoid redundancy and ensure comprehensive preservation.
 - Facilitate incoming and outgoing loans of artifacts and records for exhibition and research, governed by a formal loan agreement that details insurance and environmental conditions.
 - Promote joint events and cross-membership opportunities to enhance community engagement across the state.
- **Key Consideration:** The agreement must detail protocols for the handling, access, and security of collections being shared or temporarily housed.

C. Government Entities

This category covers formal agreements with local, state, tribal, and federal agencies (e.g., State Parks, Tribal Historic Preservation Offices, National Park Service, local schools).

- Criteria: Agreements must facilitate the WHS's ability to fulfill its mission through public service, compliance, and resource management. Partnerships typically involve:
 - Securing grants, legislative support, and public funding.
 - Consulting on historic preservation compliance (e.g., Section 106 review) and site stewardship.
 - Developing K-12 educational curricula or public programming related to Wyoming history.
- Key Consideration: The terms must clearly delineate responsibilities regarding the use of public funds and compliance with all relevant regulations.

D. Corporate Partners (Sponsorships & Marketing)

This category defines transactional relationships where for-profit businesses provide financial or in-kind support (sponsorship, cause-marketing, gifts of service) in exchange for recognition or promotional opportunities.

- Criteria: Corporate partners must not engage in practices that conflict with the WHS mission (e.g., historical destruction, environmental harm, misrepresentation of facts). The partnership must not:
 - Suggest WHS endorsement of the partner's products or services beyond the specific terms of the agreement.
 - Compromise the WHS's independence or ethical standards.
- Key Consideration: Agreements must specify the exact level and type of recognition (e.g., logo placement, media mentions) in exchange for the support, ensuring that sponsorship acknowledgment is distinct from editorial content. The WHS Executive Board holds final approval for any corporate partnership to ensure brand integrity.

Document Destruction & Retention Policy

It is the intention of the Wyoming Historical Society to be accountable to the public and transparent through enforcing operational policies. The Society strives to eliminate accidental or innocent document destruction by following a document destruction/retention schedule.

The Executive Director, or designee of the board, will review the document destruction schedule on a set date or by December 31 of each year and implement the recommendations by destroying documents based on the schedule below. In the event that documents must be kept permanently, the Director will ensure that those documents have been identified, recorded and stored in a safe place.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years

Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Financial Policies and Procedures

The following are financial/fiscal policies to be considered and approved by the Wyoming Historical Society. These policies will guide the financial operations of the organization until that time they are amended or changed by the board of directors at a regularly scheduled board meeting.

Check-signing

The Society Executive Board will authorize check signing authority to specific members of the board and staff. Each will be asked to sign the signature cards for all bank accounts, either current or new. Current positions available for checking signing privileges are:

- Executive Director
- Treasurer
- President

Statement of Accounts

All bank statements will be sent to the corporate offices of the Society unless otherwise designated by the Executive Board.

The Executive Director shall compile the statements and reports for review by the Treasurer quarterly to be presented in advance of the quarterly Executive Board meeting. The Executive Director and the Treasurer shall work closely together to create an end-of-the-year report for the Executive Board and the Membership to be presented to the October or Q1 Board meeting.

These shall be approved by the Executive Board at those meetings.

Cash Reserves / Surplus

In the event that the Society has ample resources in cash or immediately liquid assets for four months of operations, surplus funds will be placed in an interest-bearing account aside from the regular business checking account. Accounts should be lower-risk vehicles such as certificates of deposits or money market accounts. The executive director will invest surplus funds under the advisement of the Executive Board and/or treasurer, and/or the Finance Committee.

Internal Review

The Society will hire an independent certified public accountant or accounting firm to conduct an internal review of the Society's financial records at a minimum every five (5) years. Final contracts will be approved by the board and can cover up to three years for audit services. Bids for audit services will be taken every 5 years.

Expense Requirements

Staff members of the Society may be required to travel on official business from time to time. Reimbursement is authorized for reasonable expenses incurred in carrying out the job related to the Alliance. These might include mileage or transportation, parking fees, business telephone calls, and reasonable meal costs.

Staff assume transportation costs between the office and home for regular working hours. Transportation costs will be paid for outside regular hours.

In order to contain the cost of travel and lodging, all staffers should follow the guidelines below:

- Report all expenses such as meals, lodging, tips, travel to and from the destination and car rentals on a travel reimbursement form. Mileage on personal vehicles will be reimbursed at the going Federal rate.
- Purchase airline tickets as far in advance as possible and seek discount fares. Check available resources online or consult a travel agency for the best fares.
- Choose rental cars and rental car companies (when required) by price, not by affiliation with frequent flyer promoters.
- Stay in moderately priced hotels. For safety reasons, staff members may stay in a more expensive hotel or the hotel where a meeting/conference is held.
- Use discretion with meal costs and show a receipt for meal expenditures exceeding \$1000 dollars or for all expenditures when reimbursement is requested.
- Obtain prior approval from the Executive Director for any overnight out-of-town travel plans.

Business Meals / Entertainment

There will be occasions when a staff or board member will officially represent the Society to attend business meetings involving a business meal. Additionally, there will be occasions when it is appropriate for a staff or board member to purchase meals for potential funder or other partner on a project important to the Society's work. The reasonable cost of such meals will be reimbursable as a business expense with the Executive Director's approval.

Gift Acceptance Policies

The Society may accept and receive gifts, donations, bequests and legacies of whatever kind and nature, and use same in carrying out the purposes of this organization as provided for in its charter.

1. The Wyoming Historical Society solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.
2. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.
3. Donations above a certain monetary amount make the donor eligible for Membership in the Wyoming Historical Society with varying benefits.
4. Gifts of Real Property, Personal Property or Securities may only be accepted upon approval of the Management and Oversight Committee, the Internal Affairs and Governance Councils, and the Executive Board.

Membership

Membership Qualifications

Membership in the Wyoming Historical Society is open to all interested persons, organizations, or businesses upon payment of the proper donation. Levels and benefits of Membership based on donation amount are outline below.

The Executive Board may recognize individuals, groups and industrial companies who contribute to the advancement and purposes of the Society by issuance of non-voting honorary memberships as it deems proper.

Membership Deniel and Revocation

The Wyoming Historical Society reserves the right to deny any application for membership, or renewal thereof, on the basis of current or past actions, statements, or associations of the applicant that the Executive Board in its sole discretion, deems contrary, not in line with, or detrimental to the Society's established mission and vision. This includes, but is not limited to, documented conduct that involves the destruction, willful misrepresentation, or theft of historical artifacts, records, or properties; actions that actively impede the Society's core work of preservation and education; behavior that undermines the principles of ethical historical research and scholarship; any act that significantly damages the reputation or operational capability of the Society. An applicant denied under this provision will be notified, and any decision by the Board of Directors regarding membership is final.

An existing membership may be revoked if a member's conduct, actions, or statements are determined to be in direct conflict with the Wyoming Historical Society's mission, vision, or ethical standards, regardless of when such actions occurred. Grounds for revocation include, but are not limited to, proven instances of participation in activities or group that actively denigrate the history or culture the Society seeks to preserve, or any act that significantly damages the reputation or operational capability of the Society. The member will be given written notice of the revocation. Upon revocation, all privileges associated with membership immediately cease, and any membership fees paid are non-refundable.

Membership

Types of Membership:

Annual membership in the Wyoming Historical Society renews each year on the start of our fiscal year, October 1, and runs to September 30, and is based on the amount donated to the General / Operating Fund. Donation request letters will be sent out, at the minimum yearly by the Executive Director and his/her staff.

Memberships are for individuals or households (family members residing at the same address), organizations, educational institutions, and businesses.

International members in any category shall pay an additional annual fee in addition to their dues for international postage based upon current postage rates.

Membership benefits are based upon the minimum donation amount as listed below:

- a. \$25.00 Digital Donor
 - Receives *Wyoming Historical News* digitally only
 - Not a voting member
- b. \$50.00 Voting Donor-Member
 - Receives printed copy of the *Wyoming Historian* and digital copies of the *Wyoming Historical News*
- c. \$100.00 Contributing Donor-Member
 - Voting Member
 - Receives printed copy of the *Wyoming Historian* a choice of receiving digital or printed copies of the *Wyoming Historical News* and
 - Choice of a small “swag” item each year
- d. \$250.00 Sustaining Donor-Member
 - Voting Member
 - Receives printed copy of the *Wyoming Historian* a choice of receiving digital or printed copies of the *Wyoming Historical News* and
 - Choice of one medium or two small “swag” items each year
- e. \$500.00 Patron Donor-Member
 - Voting Member
 - Receives printed copy of the *Wyoming Historian* a choice of receiving digital or printed copies of the *Wyoming Historical News* and
 - Choice of one large, two medium or three small “swag” items each year
- f. \$1000.00+ Donor Membership
 - Voting Member
 - Receives printed copy of the *Wyoming Historian* a choice of receiving digital or printed copies of the *Wyoming Historical News* and
 - Receives all of that years “swag” items

The Executive Board shall be entrusted to set the membership benefits for all levels as is reasonable to the sustainability and operations of the Society.

All membership fees and annual Society dues shall be paid to the central office of the Society at PO Box 33, Riverton, WY, 82501, care-of the Executive Director; or online.

Dues are for that fiscal year.

Executive Board Policies

Officers and Duties

Executive Board

Purpose & Responsibilities

1. Determine and advance the Society's Mission, Vision, and purposes.
2. Conduct organizational planning.
3. Create and evaluate a Strategic Plan every three years, or sooner if necessary.
4. Ensure adequate resources (funds, time, volunteers, etc.)
5. Resource and Financial oversight.
6. Determine, monitor, and enhance programs and services.
7. Serve on and guide Councils, Committees, and Subcommittees.
8. Promote the Society.
9. Ensure legal and ethical integrity and maintain accountability.
10. Develop future leaders.

Should a vacancy occur in any of the elected offices for whatever cause, the Executive Board shall appoint a member of the Society to fill out the unexpired term.

The outgoing officers shall, prior to leaving office on September 30, transfer to their successors all manuals, books, records, correspondence, and material they may have in their possession that pertains to the office.

The Executive Board shall acknowledge that; providing adequate finance resources is a Board responsibility; every Board member will be expected to take an active role in some phase of fundraising, each board member will be expected to make an annual personal gift, and prospective board members should be made aware of this board policy.

All members of the Executive Board shall demonstrate their commitment to the purpose of the Wyoming Historical Society by making a financial gift or gifts to the Society at least annually. The goal of this requirement is to demonstrate the Executive Board's leadership in the process of fundraising by having 100% participation.

Duties

The Board shall meet quarterly to discuss and vote on Society matters as brought forth by the Councils, Committees, and Subcommittees.

Board members shall serve as Representatives on Councils, Committees, and Subcommittees as appointed by the President and/or the Executive Board.

The Executive Board shall select members and appoint the following standing committees:

- Finance Committee
- Publications Committee
- Communications Committee
- Projects & Events

The Executive Board is responsible for developing a job description and the duties of the Executive Director, Executive Assistant, and other employees or independent contractors of the Wyoming Historical Society. They shall be responsible for the job performance review of the Executive Director.

President

The President shall call all meetings of the Executive Board and preside over same and prepare an agenda for each of these meetings. The President shall submit a written report at the Annual Meeting of the Society at the end of his/her term of office.

The President shall serve as ex-officio member of each of the standing committees.

The role of President will be automatically assumed by the President-Elect from the previous year, unless that Board Member resigns or there is a majority vote from the Executive Board to elect someone else to that position.

President-Elect

The President-Elect shall assume the chair in the absence of the President at any meeting and discharge the duties of the President.

The role of President is a three-year term, starting with the first year as President-Elect, second year as President, and the third year as Past-President. As such, the role of President-Elect should ideally be taken on by someone in their first or second year of their term.

Vice President

In the absence of the President and President-Elect at a meeting, the Vice President shall assume the chair. The Vice President will serve on the Projects and Events Committee.

Treasurer

The Treasurer shall review all financial records; shall review the Executive Director's reconciliation of all bank accounts; shall present the annual financial report at the Annual meeting; shall work with the Executive Director in preparing and presenting an annual budget; shall ensure that an audit of the financial records of the Society is prepared by an accountant immediately at the end of the fiscal year.

The Treasurer shall serve as Chairperson of the Finance Committee, and on the Communications Committee.

Secretary

The Secretary shall keep a record of all meetings of the Society and the Executive Board; shall carry on correspondence that pertains to the office; shall have access to a role of all members of the Society in the various categories; and shall keep a record of all Committee members appointed.

The Secretary shall serve on the Communications Committee.

Past-President

The Past-President shall serve as an advisor on various board matters, offering insights and perspectives that can help shape decisions and strategies. With their institutional knowledge, they can help maintain the Society's history ensuring that important traditions and policies are preserved. The Past-President can aid the smooth transition of leadership, ensuring that the incoming president and board members are well-prepared and informed.

The Past-President will assist with fundraising leveraging their network and experience to secure donations and grants.

The role of the Past-President will automatically be assumed by the leaving President from the previous year, unless that person resigns the Board or there is a majority vote from the Executive Board to elect someone else to that position.

Code of Ethics for Board Members

As a member of the Executive Board, each member shall:

- Strive to live the mission of the organization
- Focus their efforts on the mission of the organization and not their personal goals
- Represent the interests of those served by this organization
- Not use the organization or their service on this Board for their own personal gain or for that of their family or friends
- Keep confidential information confidential
- Approach all Board issues with an open mind, prepared to make the best decision for the whole community
- Do nothing to violate the trust of those who elected them to the Board or of those they serve
- Never exercise authority as a Board member except when acting in a meeting with the full Board or as delegated by the Board

Conflict of Interest

Policy Statement

The purpose of the conflict-of-interest policy is to protect the Wyoming Historical Society when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Society or might result in a possible excess benefit transaction.

No member of the Wyoming Historical Society Executive Board shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Wyoming Historical Society. Any interested person(s) shall disclose to Wyoming Historical Society any personal or indirect interest, which he or she may have in any matter pending before the Wyoming Historical Society and shall not participate in any decision on such matter.

Any person elected to the WHS Executive Board who is a relative of any employee, staff member, or contractor of the WHS shall declare a conflict of interest; not serve on the Management and Oversight Committee and abstain from voting on any matter involving the person. For purposes of this policy “relative” is defined as spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, first cousin, corresponding in-law, step relation, or any member of the employee’s household.

Interested Person

Any member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Disclosing a Conflict of Interest

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to present all material facts to the directors and members of committees.

Determining Whether a Conflict of Interest Exists

After disclosing the actual or potential conflict, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

1. An Interested person may make a presentation to the board at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Wyoming Historical Society can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Society's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Recording the Conflict of Interest

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Volunteer Policies

Volunteer Code of Ethics

- Strive to live the mission of the organization
- Focus my efforts on the mission of the organization and not my personal goals
- Represent the interests of those served by this organization
- Not use the organization or my service in this organization for my own personal gain or for that of my family or friends
- Keep confidential information confidential
- Approach all Wyoming Historical Society issues with an open mind, prepared to make the best decision for the whole community
- Do nothing to violate the trust of those who hired/selected me to work for those we serve
- Never exercise authority as an employee/volunteer except as I am delegated by the Executive Director or Board



Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of the Wyoming Historical Society (the “Society”) This includes all activity associated with the Alliance at its main office and all other locations.

All data, materials, knowledge and information generated through, originating from, or having to do with the Society or member organizations or persons associated with our activities, including consultants, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff or public information is confidential and the sole property of the Society.

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained or stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Membership information, including all file information, is not to be disclosed to any third party, under any circumstances, without the consent of the Society employee that is supervising you and the Executive Director.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by the Society and any applicable state and federal laws.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

Signature of Volunteer

Date

Signature of Wyoming Historical Society
Volunteer Supervisor

Date

Personnel and Employment Policies

Personnel Policy Handbook

Equal Employment Opportunity

The Wyoming Historical Society is committed to a non-discriminatory policy which applies to all the Society employees and contractors. The Society does not discriminate in the terms, conditions, or privileges of employment regarding race, creed, color, class, gender, religion, national origin, sex, sexual orientation, age, physical or mental disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status or otherwise as may be prohibited by federal and state law. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the public. The Society provides a clean safe working environment for all employees.

Any employee who believes that s/he or any employee of the Alliance has been discriminated against is strongly encouraged to report this concern promptly to the supervisor, Management and Oversight Committee, or the Executive Board. Violations of this policy will be dealt with quickly, and disciplinary action may be taken, up to and including termination.

Harassment / Sexual Harassment

It is a violation of federal and state law to harass anyone at work of their race, creed, color, class, gender, religion, national origin, sex, sexual orientation, age, physical or mental disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status or otherwise as may be prohibited by federal and state law. Sexual harassment is a form of discriminatory harassment and will be treated in accordance with the policy outlined above. The Society is committed to maintaining a workplace that is free from any such harassment.

Any employee who believes that s/he or any employee of the Society has been harassed is strongly encouraged to report this concern promptly to the supervisor, Management and Oversight Committee, or the Executive Board.

Confidentiality

The Society and its employees have an ethical and legal obligation to respect the privacy of our clients, and to protect and maintain the confidentiality of all information that we learn about our clients while providing services to them. Violations of the Society's Confidentiality Policy are considered very serious and will result in disciplinary action.

Whistleblower

The Society is committed to protecting employees from interference with making a protected disclosure or retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy. An employee may not retaliate against an employee who has made a protected disclosure or who has refused to obey an illegal order, nor may s/he directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the Executive Director, Management and Oversight Committee, or the Executive Board..

It is the intention of the Society to take whatever action may be needed to prevent and correct activities that violate this policy.

Employment Eligibility

The Society is required to comply with federal laws and regulations concerning verification of employment eligibility and associated record keeping for employees hired to work in the United States. Verification of employment eligibility must be made within 72 hours of employment. The law applies to both foreign nationals and United States citizens.

Independent Contractors

If the worker meets the criteria for classification as an Independent Contractor, an employer may choose to compensate the worker as an employee. This increases the restrictions under which the employee works (for example wage and hour laws) and may subject the salary to a fringe benefits charge. However, there are no penalties for classifying a worker as an employee.

Grievance

Work-related problems can arise in any place of employment. We hope individuals will try to reconcile differences on an individual basis. Should this not be possible, to resolve a problem quickly and fairly, the Society has developed a grievance procedure using the following steps:

1. If you have a problem, notify your supervisor immediately. Most difficulties can be settled promptly at this point. The supervisor shall respond in writing within five (5) days of meeting with you.
2. If the problem is not resolved to your satisfaction you (and a co-worker of your choice, if you wish) may go to the Executive Director and verbally explain the problem to him/her; or you may instead submit the problem to him/her in writing. This step should be taken within five (5) working days after your supervisor has given his/her decision or after the incident giving rise to your grievance, whichever is later. If the circumstances require it, the Executive Director will conduct an investigation. Following his/ her investigation, the Executive Director will respond in writing to your grievance. The decision of the Executive Director shall be Society's final decision.

Employee Orientation

The employing department has responsibility for orienting the new hire to the following:

1. Objective and purpose of the department
2. Organization of the department
3. Departmental policies and procedures including Working hours
4. Timesheet authorization procedures Lunch and break schedules
5. Importance of regular attendance, punctuality Policy for phoning in absences and tardiness Overtime opportunities or requirements Dress code or uniform requirements Scheduling time off
6. Written job description
7. Performance standards / expectations for performance appraisal Problem-solving mechanisms within the department
8. Safety / security procedures / location of emergency equipment Reporting of work-related injuries or illness
9. Introduction to co-workers, faculty and students
10. Designation of departmental mentors / trainers responsible for orienting to the job duties.

** New staff members are hired under a three-month provisional period. During this time, the staff member determines whether the position meets his or her expectations, and the supervisor determines whether or not the staff member has the knowledge and skills to perform the job satisfactorily.*

Employment Privacy

The Society will not release employee information unless the recipient has a business reason to know. The information will not be released to outside sources without the employee's approval, except to verify employment dates and most recent job title, or as required by law.

Attendance

The regular, full-time workday is from 8:00a to 5:00p, office hours are 9:00a to 4:00p to allow the final hour for returning calls and preparing for the next workday. There is one hour lunch period anytime between 11:00a and 2:00p. If you will be out for the day or late for any reason and have not received advanced permission for the absence, please call your supervisor before 7:30a.

Work will take place at the central office location at 616 9th Street, Wheatland, WY, unless otherwise authorized by the Executive Director.

Part-time employees will work with the Executive Director to establish their schedule.

Time Records

To comply with federal and state laws and regulations, staff members are required to maintain and submit accurate records of hours and days worked and records of absence.

Record of Hours Worked - Exempt Employees

Executive employees are identified as "exempt" within the federal Fair Labor Standards Act. These salaried personnel are not required to log the daily number of hours worked on the Time Report but are encouraged to still keep a general log. As required by federal law, time worked or not worked will be computed for pay purposes only in full days (8-hour increments). Time Report entries are made only for whole days of absence when a pre-designated code is selected to record the reason for the day of absence and the paid or unpaid time off category to which it should be charged.

Record of Hours Worked - Non-Exempt Employees

All other staff members are referred to as “non-exempt” or hourly employees. These personnel must record daily on the Time Report, or by timeclock, the number of hours worked. Time worked or not worked will be computed for pay purposes in 15-minute intervals.

Compensation

Employees are paid monthly, with FICA and income taxes withheld. The Society pays employer share of FICA taxes. Paycheck may be picked up on the 15th of the month or closest working day to it at the office.

The Electronic Direct Deposit Program offers employees greater flexibility in choosing a financial institution and provides a cost-effective method of servicing the banking needs of the Society employees. Deposits will be made on the 15th of the month or the closest working day to it.

Overtime

Non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. Exempt employees are encouraged to use compensatory time off for overtime worked. All overtime must be approved in advance by the Executive Director. Overtime is paid at the rate of one-and-one-half times (1-1/2x) your regular hourly rate of pay. No lunch, sick, holiday or vacation time is included in calculating overtime.

Garnishment

The Alliance is obligated by federal and state law to attach, or withhold, money from your paycheck for child support, unpaid student loans or unpaid federal, state, local municipality or school taxes. Your paycheck may not be garnished for collection of any other unpaid debts.

Benefits

** The Historical Society reserves the right, in its discretion, to change the nature of the benefits offered to employees. Covered employees will be notified of such changes or discontinuations as soon as practicable.*

Paid Holidays

The following are observed holidays for paid days off for full-time, permanent employees. The Main Office will be closed these days. In addition, additional paid office closure may be approved at the discretion of the Executive Director.

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day and Friday after
9. Wyoming Day
10. Christmas Eve and Christmas Day
11. One floating holiday (by assignment of Executive Director at beginning of each year)

** If a holiday falls on a weekend, another day will be assigned for that holiday; normally the nearest workweek day.*

Code of Ethics for Employees

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- Focus my efforts on the mission of the organization and not my personal goals
- Represent the interests of those served by this organization
- Not use the organization or my service in this organization for my own personal gain or for that of my family or friends
- Keep confidential information confidential
- Approach all Alliance issues with an open mind, prepared to make the best decision for the whole community
- Do nothing to violate the trust of those who hired/selected me to work for those we serve
- Never exercise authority as an employee/volunteer except as I am delegated by the Executive Director or Board

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of the Wyoming Historical Society is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of the Wyoming Historical Society to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and unlawful activity, policy, or practice to the attention of the Wyoming Historical Society and provides the Wyoming Historical Society with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Wyoming Historical Society will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the Wyoming Historical Society, or of another individual or entity with whom the Wyoming Historical Society has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Wyoming Historical Society not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body, any activity, policy or practice of the Wyoming Historical Society that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Paid Time Off

Unlimited Paid Time Off (PTO) Policy

Purpose: This policy is designed to provide full-time employees with the flexibility to take time off as needed while ensuring the continuity of the organization's operations and the fulfillment of our mission.

Eligibility: All full-time employees are eligible for unlimited PTO. Part-time, temporary and contract employees are not eligible.

Guidelines:

1. Tracking and Monitoring:

- While there is no limit to the amount of PTO an employee can take, employees are expected to manage their time responsibly and ensure that their work is completed.
- Employees are encouraged to coordinate with their team members to ensure their absence does not negatively impact operations.
- Supervisors will monitor PTO usage to ensure that employees are not overusing or underusing their time off.

2. Communication and Coordination:

- Employees are required to communicate their time off plans with their team and make necessary arrangements to ensure their responsibilities are covered during their absence.
- Employees should provide as much notice as possible for planned time off, especially for extended absences.

3. Expectations and Responsibilities:

- Employees are expected to use their best judgment when taking time off and consider the impact on their work and the organization.
- Employees should ensure that their tasks and projects are up to date before taking time off.
- Employees are encouraged to use PTO for rest, relaxation, and personal needs to maintain a healthy work-life balance.

4. Compliance with Legal Requirements:

- This policy complies with all relevant labor laws and regulations. Employees are entitled to take leave as required by law, such as family or medical leave, and should follow the appropriate procedures for such leave.

5. Review and Revision:

- This policy will be reviewed periodically and may be revised as needed to ensure it continues to meet the needs of the organization and its employees.

Conclusion: The unlimited PTO policy is designed to provide employees with flexibility to manage their time off in a way that supports their well-being and productivity. Employees are encouraged to take time off as needed while being mindful of their responsibilities and the impact on the organization.

Family and Medical Leave

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

As the Wyoming Historical Society currently only employs two staff, you may not be eligible for FMLA.

Bereavement Leave

Employees who have completed at least three months / 90 days of continuous employment and who experience the death of a parent, parent-in-law, spouse, sibling, child, or grandchild, or a step-parent, step-sibling, step-child, or step-grandchild, may take up to 10 days of paid bereavement leave.

Jury Duty

If you are selected for jury duty, you will be placed on leave. During the first 10 weeks of this leave period, the Society will pay you the difference between your normal pay and the amount you are paid for serving as a juror, so long as you give the Executive Director reasonable notice of your selection for jury duty.

Individuals appearing in court on their own behalf are required to use personal or vacation days. Employees should notify the Executive Director upon receipt of a summons or subpoena.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever the court is not in session or when their presence in court is not required.

Military Leave

The Society complies with federal law regarding reemployment of persons who leave work to serve in the uniformed services. If you must be absent from work due to service in the uniformed services, please notify the Executive Director as much as in advance as possible, as that plans made be made for your absence.

Worker's Compensation

All non-contract employees of the Society are covered by worker's compensation insurance, as required by law. Employees must report any work-related injury or illness immediately to the Executive Director.

Health Insurance

A stipend of \$3,600 per year is available to offset the cost of Health Insurance to salaried, full-time employees. Employees can obtain Health Insurance through “the portal.”

Unemployment

When a staff member's work relationship with the Society is terminated, s/he may be entitled to receive Unemployment Insurance if s/he:

1. Is unemployed through no fault of his/her own;
2. Is available for and capable of employment, and

3. Meets all other eligibility requirements defined by the Wyoming State Unemployment Insurance Division.

Job Performance and Conduct

Generally, performance reviews of employees will be conducted on an annual basis, although usually a new employee will be reviewed at the end of the first thirty days and three months, as well. Performance reviews are an opportunity to express any concerns you might have about the job or about your employment with the Society. However, if you do have concerns, there is no need to wait until the review to express them; the Executive Director is available throughout the year to meet about issues, problems, or questions related to your employment.

In addition to expecting employees to perform their jobs competently and reliably, the Society expects employees to conduct themselves in a professional, ethical, and responsible manner that reflects well upon the Society, that promotes a spirit of cooperation and teamwork among employees and that is respectful of the clients, volunteers, and members of the public with whom we interact. Failure to comply may lead to creative action, including dismissal. Again, employment with the Society is at “at-will”.

Dress Code

The Company maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Corrective Action; Dismissal

When performance issues are identified with respect to an employee, when instances of unacceptable conduct occur, or when, for any reason, the employment relationship has become problematic from the point of view of the Society, any of a variety of steps may be taken, up to and including termination. The Society reserves the right to determine what it believes is an appropriate response, and to implement it.

Conflict of Interest

The Society expects the primary interest of staff members to be the people we serve. A conflict of interest occurs when the interests of a staffer or another outside party actually or potentially conflict with the best interests of the Society:

Outside Business Interests: Staff members may have outside business interests and outside employment so long as these do not interfere with job performance. Staff members may not earn profit from outside employment or business interests that result from affiliation or conflict with the Society; i.e. an historical consulting firm for hired expertise, both written and speaking engagements; or using the Society’s mailing lists to advertise solicit other business.

Gifts, Gratuities: Staff members are not to accept gifts, gratuities, free trips, personal property or other items of value from an outside person or organization as an inducement to provide special services through or influence policies of the Society without disclosing the potential conflict either in writing or verbally to the Executive Director.

Personal Beliefs: The Society recognizes that its staffers may hold a wide range of personal beliefs, values and commitments. These beliefs, values, and commitments are a conflict of interest only when they prevent staffers from fulfilling their job.

Separation from Employment

Notice

Employees are asked to give at least 2 weeks' notice of resignation. As stated previously, all employees of the Society are employed at will, meaning that they or the Society may terminate the employment relationship at any time, with or without cause.

Lay-Offs

There may be times when the Society determines that it is necessary to make cutbacks or reduction in staff, leading to the lay-off of employees. In determining which employees, should be laid off, the Society may consider any and all factors that it deems relevant such as performance, changes in funding received, and budgetary constraints.

Exit Interview

Regular staff who voluntarily leave the employment of the Society, the exit interview is an opportunity to provide information to the Executive Director pertaining to their work experiences and the factors that contributed to their departing. Data from exit interviews may be used to help improve practices, e.g. recruiting, orientation, performance management, training, working conditions, etc. Additionally, the exit interview provides the Society with information that may show trends in voluntary terminations and help guide efforts to improve areas that may be leading to turnover.

Expenses

Employees must obtain the advance consent of the Executive Director before incurring expenses for which they will seek reimbursement. Approved expenses must be documented, with receipts attached, and submitted within 90 days of the date on which they were incurred. Business auto travel must be approved by the Executive Director and may be reimbursed at the current federally approved rate (not including travel to and from work).

Company Property

The Society employees are responsible for all items housed in the office. All equipment, books, and other items owned by the Society are that of company property and must remain in the condition found.

Computing

Just as it is unacceptable to violate others' rights to privacy, property and resources within the Society, it is also unacceptable to violate those rights on systems that are not at the Society but are accessible through the Alliance's connection to the Internet. Users assume personal responsibility for the use made of their computer accounts.

Any communications that would be improper or illegal on any other medium are equally so on the computer: libelous material, obscene messages, harassment, forgery, threats, etc. It is imperative that employees not abuse or misuse these technologies and services.

Software Piracy

It is the policy of the Society to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Unauthorized duplication of copyrighted computer software is contrary to the Alliance's standard of conduct. The purpose of this policy is to comply with Title 17 of the U.S. Code in the protection of "original works of authorship" that are fixed in tangible form of expression.

These categories should be viewed quite broadly and include literary, dramatic, musical, artistic, audiovisual, and computer programs, as well as other intellectual works.

Accidents

It is the policy of the Society to take all necessary steps to provide a safe and healthful work environment for its employees. All health and safety policies are in compliance with Federal and State regulations. It is the obligation of each employee to observe these regulations and practice safety at all times.

If you are injured or become ill, you are required to report this fact promptly to your supervisor and complete all required forms.

Any employee who is injured and/or loses time from work because of a job-related injury will be compensated according to the Workers' Compensation act. No employee, after an absence-causing injury, will be allowed to return to work until s/he is released by a doctor.

Smoking, Drugs, and Alcohol

Because we wish to provide a healthy environment for all our staff, volunteers, and clients, smoking is prohibited throughout our offices. Any employee who smokes in an area within our facilities will be subject to discipline.

The Wyoming Historical Society is committed to the well-being of our employees and providing high-quality services to our clients. For these reasons, we cannot tolerate the unlawful possession, use, manufacture, distribution, or dispensation of controlled substances in the workplace or during work time. Moreover, employees must come to work free from the influence of alcohol, illegal drugs, and unlawfully used prescription medications. Any employee who violates this Drug Free Workplace Policy will be subject to disciplinary action, up to and including dismissal. Legal consequences may follow as well.

Under federal law, any employee who is convicted of a criminal drug statute violation occurring in the workplace must notify his/her employer of the conviction within 5 days. The Society, in turn, would be required to notify the federal organization that provides your grant money or a contract.

Emergency Procedures

Follow these rules in an emergency:

- Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so!
- Follow instructions, avoid panic, and cooperate with those responding to an emergency.
- Proceed to the designated or nearest exit.
- Do NOT delay your exit from the building by looking for belongings or other people.
- Turn off computers, equipment, fans, etc., and close desk drawers IF time permits.
- When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.
- The above rules will be enforced. Periodic fire emergency drills may be conducted.

** The Society has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters.*

Emergency Closings

Emergency conditions, such as severe weather and power outages, may cause the company to close temporarily. We will notify you as soon as practicable when such a closing will occur. Hourly employees will not be paid for time that is not actually worked due to an emergency closing.

Duties of Employees

Executive Director

This is a full time, exempt position that

- Donor & Membership Growth
 - Develop and execute new growth marketing plans for Donors & Membership
 - Cultivate a culture within the Society to both grow and maintain membership
- Outreach Programing
 - Develop and execute outreach programming for members and potential new members
 - Advertise planned programing
 - Assist Partners with programming ideas and implementation
 - Assist with Publications and Events
 - Attend in-person outreach opportunities when at all possible
- Partnership Communication & Growth
 - Work with WHS Partners to nurture and grow the relationships
 - Communicate regularly with them
 - Schedule & Attend in-person meetings when at all possible
- Grant Management
 - Work with Grants Subcommittee for approval of all grants and grant reports
 - Make sure all grant reporting deadlines and qualifications are met
 - Look for new grant opportunities
- Fundraising & Finances
 - Develop with the assistance of the Treasurer and the Financial Committee the Society's annual budgets and long-term forecasts.
 - shall work with the Treasurer in preparing and presenting an annual budget to be presented at the Annual Meeting.
 - Develop, implement, and look for new fundraising opportunities with the assistance of the Financial Committee and the Public Relations & Marketing Subcommittee
 - Work closely with the WHS Treasurer and Executive Board, the WHS's accountant, the Secretary of State, and the IRS
 - Shall be bonded for the maximum amount of money in his/her care (The Society to pay for the bond);
 - Work within the Approved Budget
 - shall sign all checks and vouchers authorized by the Executive Board for the payment of debt, except his/her payroll check, which shall be signed by the Treasurer or other appointee;
 - The Executive Director shall review the Office Assistant / Bookkeepers duties on a regular basis, including but not limited to:
 - records of all monies received and disbursed; their reconciliations of all bank accounts; shall approve prepared quarterly financial reports by the Office Assistant / Bookkeeper for the Executive Committee;

Assistant to the Executive Director

- Supporter Database Assistance
 - Enter new members into the Donor / Member Database
 - Send out welcome emails &/or Thank You cards
 - Update Donor information in database
 - Help to schedule and send out Donor correspondence
 - Send out Donation Requests Renewals
- General Office Duties
 - Filing, proof reading, mail delivery
 - Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
 - Answering phone calls in a polite and professional manner
 - Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate committee, member, or partner
 - Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
 - Other duties as needed and assigned with alignment of the Wyoming Historical Society's Mission, Vision, Goals, Values, and Strategic Plan
- Website & Social Media Updates
 - General updates & content changes as needed
 - Updates to the Website Calendar
 - Correspondence with Chapters, Museums, Members, etc. for calendar information
 - Schedules Social Media posts through Meta in accordance to Media Plan developed by WHS
 - Checks in daily to Social Media accounts for feedback, correspondence, sharing, and cross posting as needed
- Monthly Newsletter
 - Events
 - Research past and upcoming events to be highlighted in *Wyoming History News*
 - Prepare printed newsletters for mailings
 - Affix mailing labels
 - Sort according to USPS regulations for Bulk mailing needs
 - Deliver to Post Office
- Calendar & Other Products
 - Prepare and send out invoices for product sales (QuickBooks)
 - Package and ship products