



REDLAND MUSEUM INC

ORGANISATIONAL CHART – BRIEF EXPLANATION

Members

Redland Museum Inc is an incorporated not-for-profit organisation, registered as a deductible gift recipient, operating under the *Redland Museum Constitution Amended Edition 2017*. Its members are its “owners”.

Management Committee

The Management Committee comprises members who are nominated and elected by the membership at an Annual General Meeting. Positions include President, Vice-President, Treasurer, Secretary, Immediate Past President, and up to 4 members. “...*the management committee has the general control and management of the administration of the affairs, property and funds of the Museum*” (Constitution s.23.1).

Auspice Groups

The museum auspices two unincorporated groups – *Southern Moreton Bay Islands Museum* (SMBIM) and *Redlands Model Railway Group* (RMRG).

Membership Coordinator

Assists the Secretary with the *Members Register*, and member applications and orientation.

Human Resources Sub-Committee

Comprises three members of the Management Committee. Responsible for paid staff including recruitment, employment contracts, job descriptions, supervision, performance, and other employment related matters.

Marketing Sub-Committee

Comprises member/s of the Management Committee and/or other volunteers. Responsible for all promotions, advertising, brochures, flyers, newspaper/magazine articles, and the museum newsletter.

Museum Manager

Responsible for the day-to-day running of the museum, overview of *Visitor and Member Services*, and:

- *Property, Plant and Equipment* – chairing a volunteer group responsible for repairs and maintenance to the building and equipment, security and occupational health and safety; and
- *Volunteer Management* – Responsible for the allocation of tasks, supervision, training, rewards and recognition, and, in conjunction with the Event Coordinator, volunteer rosters.

Administration Officers

Deliver *Visitor and Member Services* including reception, bookings, arranging catering, room hire, shop, Blue Cards as well as administration such as maintaining statistics, processing accounts and financial reports.

Event Coordinator

Responsible for initiating and implementing events and activities and overseeing volunteer event groups such as set up, security, rosters, catering, dismantling and sourcing artists and entertainers.

Exhibition Officer

Responsible for presenting an annual program of exhibitions assisted by a researcher of history and stories.

Collection Manager

Responsible for collection policies, procedures, data quality, stocktakes and overview of volunteer groups:

- Accession/Deaccession of objects and their safe storage;
- Records management using the collection’s database and labelling of objects;
- Restoration of objects;
- Social History ensures the museum is reflective of all Redlands’ communities, and collecting oral histories;
- Library management including records, restoration and display of books, photographs, maps etc;
- Transport, Engines & Farming Equipment management including maintenance, restoration and displays;
- Textiles management including records, restoration and displays.

Display Groups

Comprises volunteers with responsibility for all displays in terms of presentation, cleanliness, overall layout.

Technology Group

Comprises Technology Manager and other volunteers. Responsible for the procurement and operation of all technological equipment including computers, networks, audio-visual etc.

Blacksmiths

Comprises volunteer blacksmiths. Responsible for operation of the Blacksmiths’ shop, providing a visitor attraction, and making appropriate products.

Catering Group

Comprises Coordinator (Visitors) and Coordinator/s (Events) and other volunteers who provide catering services for visitors, exhibitions and events.