

## **New Building Steering Committee**

### **Purpose**

The New Building Steering Committee shall act on behalf of Museum trustees, donors, members and visitors to guide the project through the programming, budgeting, design and construction process.

### **Responsibilities**

#### Phase 1

- Engage an architect(s) to create a concept and design for the building.
- Engage an exhibit designer to work in a wholistic approach with the architect to do preliminary planning.

#### Phase 2 (if determined to proceed)

- Engage an architect, exhibit designer, general contractor and major consultants.
- Oversee all aspects of the projects.
- Monitor timelines and risks.
- Monitor finances.
- Serve as advocate for the project.

### **Time commitment**

Estimate spending 8 hours per month attending committee meetings, meeting with contractors, emailing and telephoning, and attending campaign functions. Committee members should expect vacillating time demands at different points in the project.

### **Staff support**

Staff and contracted expert professionals will support the New Building Steering Committee. Staff will supply assistance, resource information, and administrative support.