

## **Charter for Acquisition Committee**

### **Purpose**

The Acquisition Committee oversees the acquisition by gift or purchase and de-accession of all works of art and artifacts with recommendations presented to the Board for final determination. This committee is responsible for reviewing and revising, as appropriate from time to time and subject to Board approval, the criteria and priorities respecting art and artifact acquisitions and deaccessions. All actions of this committee are in accordance with the Museum's Collection Management Policy and are subject to Board adoption.

### **Key responsibilities**

The Acquisition Committee shall perform all duties as requested or required by the Board of Trustees. The Acquisition Committee will specifically be responsible for the following duties and responsibilities:

- Develop the Museum's collection in targeted areas through gifts, bequests, purchases, exchanges, transfers, and deaccessions, making recommendations to the Board for final approval of acquisitions and deaccessions.
- Devise and make recommendations for the Collections Management Policy and the Collections Plan for Board adoption. Review and revise the Collections Plan every three years or as needed.
- Cultivate relationships with and communicate the needs outlined in the Museum's Collections Plan to potential donors of art and artifacts.
- Work with the Director of Development to identify and solicit funds from external sources of support to build the art and artifact acquisitions funds to facilitate purchases, including federal/state/local grants, foundations, individuals, corporations, and community organizations.
- Attend and participate in regular Acquisition Committee meetings.

### **Time Commitment**

- The Committee meets monthly for approximately one hour or on an as-needed basis.

### **Staff Support**

The Curator and Executive Director will work to support the Acquisition Committee, supplying assistance and support as needed.