

Standard Operating Procedures

99s Museum of Women Pilots

Staffing:

1. The Board of Trustees (BOT) shall have the primary responsibility of locating a Museum Manager (Mgr) for the 99s Museum of Women Pilots (the Museum). The Board of Trustees (BOT) will handle the search, initial screening, and hiring of the Mgr.
2. The Mgr shall present a written report to the BOT monthly on paid attendance, tours, research requested and those completed, monies generated from research, attendance, and gift shop.
3. Staff shall consist of both paid and non-paid members. Filling of staff positions will be contingent upon BOT approval of the staff salaries as included in the annual budget.
4. The Mgr shall:
 - Manager will be in charge of preservation of the collection including collections management and cataloging using Past Perfect software. Purchasing supplies necessary for preservation of the collection. Proper storage and organization of collections including archival materials
 - Follow guidelines for museum's Standard Operating Procedures as established by the Museum's Policies and Procedures Manual
 - Accession of incoming gifts and management of incoming and outgoing loans – including safeguarding copyright agreements, issuing deed of gift, loan forms, receipts, and thank you letters
 - Maintenance of Museum displays
 - Maintenance and update of the Museum's website and Facebook page
 - Recruit and train volunteers
 - Assist all researchers with the use of the MWP Collections. Implement proper policies and procedures regarding the Agreement for Use forms and collection of any related fees
 - Conduct research of the collection in conjunction with curatorial duties and for dissemination of historical information to the general public through

exhibitions, public speaking engagements, group tours, and media interviews

- Oversee internship program, interns will assist the manager with accession of artifacts and other duties associated with collections management as well as maintenance of exhibits, greeting visitors, admission and gift shop sales, and providing tours
- Establish outreach programs to raise community awareness of the museum and increase attendance
- Maintain a close working relationship with the Museum Board of Trustees
- Respond to all inquiries, and complete other duties as assigned

5. All paid staff shall be placed on the payroll of The 99s, with reimbursement for salary benefits from the Museum, as agreed with The 99s International Board of Directors (IBOD).

Operations:

1. Daily operations of the Museum shall be the responsibility of the Mgr.
2. The hours of operations of the Museum shall be Monday thru Saturday. The museum will be closed on Sunday. Holiday closing will be according to Headquarter's Employee's Manual.
3. No tours will begin after 4:00 p.m.
4. Weekend and after-hours tours will be accommodated by appointment only.
5. The BOT must approve all private after-hours events other than tours held in the Museum.
6. Admission fees are as follows:
 - Adults - \$5.00
 - Children age 6 to 12 - \$3.00
 - Children under 5 yrs of age - free
 - Seniors - \$4.00
 - Groups over 10 - 10% discount
 - Friends of the 99s - 50% discount
7. All admission revenue will be applied to the Museum's operational budget.

8. The Museum is financially responsible for its negotiated portion of the building utilities in addition to elevator maintenance fees and its telephone and janitorial bills.

Gift Shop:

1. The Museum shall operate the gift shop,
2. All revenues from the gift shop shall be applied to the operational budget of the museum.
3. The BOT shall be responsible for the selection of products sold by the gift shop.
4. The Museum shall adhere to standard museum ethics for the operation of a museum store.
5. The BOT shall be responsible for meeting all 501 (c)(3) regulations regarding taxes from sales and admissions.

Events/Exhibits/Public Relations:

1. Educational events shall be the responsibility of the BOT and staff.
2. Exhibit research, development, installation and promotion shall be the responsibility of the Museum staff, under the direction of the BOT.
3. All public relations shall be handled by the BOT or staff appointed by the BOT.

Collections:

1. Research, documentation, care and exhibition of all historic artifacts and archival materials shall be as outlined in the BOT approved collections policy, which shall meet current professional standards and ethics for museums.
2. The collections policy will be reviewed at the annual meeting.

Fundraising:

1. The BOT shall approve all fundraising activities.
2. Grant writing shall be the responsibility of the BOT.
3. Corporate solicitations shall be coordinated through the BOT.

4. No Restricted Funds shall be raised without the project first being approved by the BOT or, if appropriate, the IBOD.

General Responsibilities of the Trustees:

1. The BOT is responsible for the development and approval of operational policies. All BOT policies must adhere to the Bylaws and Standing Rules of The Ninety-Nines, Inc., and standard accepted museum ethics and procedures. All Museum policies must be reviewed, at a minimum, at each annual meeting and are subject to acceptance of The 99s IBOD.

2. Each motion, each vote, each decision, and each commitment of funds will be made on the basis of its relationship to and support of the Mission Statement and Strategic Plan of the Museum.

3. All BOT members are expected to attend three Board meetings each year. There may also be periodic online teleconferences.

- Two meetings shall be held during the week of the IBOD meetings at Oklahoma City.
- The third shall be held during The 99s annual convention.
- All BOT expenses shall be compensated as outlined in the Financial Policy.

4. At the annual convention, the BOT shall select, from its membership, individuals to fill the positions of Chairman, Vice Chairman, Secretary, and Treasurer subject to acceptance of the International Board of Directors. The duties of each position are as follows:

- The Chairman
 - Shall preside over all meetings of the Board of Trustees
 - May make motions and vote
 - Shall appoint Museum committee members with the approval of the BOT
 - Must be willing to spend time away from home conducting business for the Museum
 - Shall promote open communication with the International BD
 - Serves in an ex-officio capacity on all Museum committees
- The Vice Chairman
 - Shall preside over Board meetings in the absence of the Chairman
 - Coordinates nominations for the BOT

- Shall be thoroughly familiar with the procedures for submitting BOT candidates to the IBOD

- The Secretary
 - Shall be responsible for recording and transcribing all minutes of all BOT meetings and for supplying motion forms at all meetings. (The minutes shall contain brief recording of major decisions and discussions and verbatim recording of all motions and their outcome. Written reports and correspondence will be noted in the minutes as being on file at the Museum office.)
 - Shall provide a copy of all motions and consensus actions to all Board members within 5 days of the close of the meeting.
 - Shall send copies of minutes of each meeting no later than 30 days after the meeting to all members of the BOT and the Museum Liaison.

- The Treasurer
 - Shall chair the Finance Committee
 - Shall oversee adherence to the Financial Policy
 - Shall have authority to sign checks
 - Shall have accountability for all Museum accounts. (Refer to sections of the Financial Policy and the Investment Policy.)