

Oversight of the Sappington House Foundation's Mission, Vision, Governance and Management;  
Strategically plans and Determines overall Audience focus -

All utilizing the Standards and Excellence Program (StEPs) for small history organizations as set forth by American Association for State and Local History (AASLH)

**PRESIDENT VICE PRESIDENT SECRETARY TREASURER**

**PARLEMENTARIAN**

**ADVISORY BOARD**

Begin with focus groups to include professionals, businesspersons, government officials, etc.

**MUSEUM**

Interpretation  
Decorations  
*Docents:*  
Recruiting  
Training in duties and emergency preparedness  
Scheduling

**LIBRARY**

Resource organization, reshelving  
Outreach  
*Assistants:*  
Recruiting  
Training in duties and emergency preparedness  
Scheduling

**SHOP**

Merchandise buying, pricing and displaying  
*Associates:*  
Recruiting  
Training in duties and emergency preparedness  
Scheduling

**LANDSCAPE**

Plant buying, planting, maintaining, labeling, etc.  
Formal flower, herb, pots and beds  
Beautify Crestwood member

**PRESERVATION**

Renovation of structures, particularly interior  
Short-term and long-term building and maintenance schedules  
Crestwood Public Works

**CONSERVATION**

Upkeep of collections  
Replacement as necessary  
Storage  
Cleaning  
Emergency preparedness

**FUNDRAISING**

Capital campaign  
2 Giving StL  
Brick program  
Events  
Research  
Grant-writing

**SHOP FINANCES**

**EDUCATION**

Outreach to schools  
Trunk shows  
StEPs  
Diversity tours  
Speaker bureau  
Girl/Boy Scouts  
International Coalition of Sites of Conscience

**MEMBERSHIP**

Member campaign  
Member database  
Newsletters  
Volunteer directory  
Focus groups:  
Recruitment and coordination

**HISTORIAN**

Archivist and recordkeeping  
Scrapbooks  
Genealogy  
Research

**EVENTS**

CRAFT FAIR  
  
HISTORIC SAINT LOUIS, SUMMER AND HOLIDAY  
  
PIONEER  
  
SPIRITS  
  
TRIVIA NIGHT  
  
CHURCH TOUR

**PROMOTIONS**

Publicity  
Website  
Facebook  
Advertising  
Crestwood Parks & Recreation  
Crestwood-Sunset Hills Chamber of Commerce

**HOSPITALITY**

Volunteer tea or luncheon  
Food, drink and service for events as requested