

# DuPont Historical Society: Top Volunteer Needs 2024

## **Board member (Treasurer)**

- Provide monthly report to the board including income, expenses, account balances
- Write checks and receipts as needed
- Annually file state sales tax report, IRS 990, and WA Sec of State report (with President)
- ACU deposits/withdrawals as needed (balance checkbook monthly)
- Routinely reconcile cash register, paypal transactions (weekly)
- General board member responsibilities

## **Museum docent / front desk**

- Open/close the museum per procedures
- Learn and share the history of DuPont and surrounding area
- Welcome visitors and answer questions as able, refer other questions to staff
- Handle gift shop sales and donations
- Keep museum orderly and clean

## **Social media volunteer (remote)**

- Create and post content for Facebook and/or other channels, including special event announcements, local history highlights, museum news
- Respond to comments/questions and refer as needed

## **Membership coordinator (semi-remote)**

- Track historical society memberships (PastPerfect software, easy to learn)
- Send out renewal notices and receipts
- Create an annual appeal for new members via mail, email, or other media

Want to help in other ways? Please see the full list on our Volunteer Interest Form!