**CHARTER OF THE**

**FACILITIES COMMITTEE**

Members:

The Facilities Committee (the “Committee”) of the Muster Field Farm Museum and Mathew Harvey Homestead (the “Farm”) shall consist of a minimum of five members (three of whom must be Directors), to be appointed by the Board of Directors. Of these three Board members, one will be appointed as Committee Chairperson by the Board of Directors. The Farm Manager and Administrative Manager shall both be members of the Committee (ex officio, non-voting), and additional members shall be appointed as needed to aid the Committee in meeting its responsibilities.

Committee Responsibilities:

The Facilities Committee is responsible for advising the Board of Directors and Staff regarding the management of infrastructure (buildings, structures, equipment etc.) owned and operated by the Muster Field Farm Museum and Mathew Harvey Homestead.

Specific committee responsibilities shall be:

* Oversee general maintenance of the Farm’s infrastructure (equipment, structures, and buildings).
* Advise the Board of Directors regarding capital expenses and improvements related to the Farm’s infrastructure.
* Work with management to maintain equipment inventory and replacement schedules for in-service farm equipment.
* Work with management to maintain inventory of upcoming repairs and maintenance projects.
* Work with the Finance Committee to earmark funds for capital expenses and improvements, as well as ensure funds are available for expenses as they arise.
* Work with all other committees as necessary.
* Authorize hired-out (contractors etc.) work pertaining to the Farm’s infrastructure on behalf of the board.

The Committee is authorized to consult with the staff of the Muster Field Farm Museum and Mathew Harvey Homestead and, with the approval of the Board of Directors, other appropriate parties in fulfilling its advisory function. Except for the advisory and consultative functions described herein, no authority of the Board to act on behalf of the Muster Field Farm Museum and Mathew Harvey Homestead has been delegated to the Committee.

Minutes shall be kept of the meetings of the Facilities Committee. Copies of these minutes shall be available at the Aiken Cottage Office and distributed to members of the Board of Directors.

DATE Approved by the Board