STATION’S ARCHIVED MEMORIES (SAM) 
VOLUNTEER JOB DESCRIPTION

MEMORABILIA CHAIR
September 2020

DEFINITION
The Memorabilia Chair is responsible for supervising the inventorying, archiving, storage and maintenance 
of the memorabilia database and station-related items identified as memorabilia. Examples of Memorabilia 
include 3-dimensional items as deemed appropriate for the archives (mugs, pens, manuals, brochures, 
clothing and more)

REPORTS TO/SUPERVISES
• The Memorabilia Chair reports to the SAM Chairperson, SAM staff liaison and SAM Board.
• The Memorabilia Chair supervises all related subcommittees of the Memorabilia Committee.

TIME COMMITMENT
• The time commitment of the Memorabilia Chair varies but the chair should expect to volunteer (on 
average) a minimum of 10 to 20 hours per month throughout the year.

RESPONSIBILITIES & DUTIES
• Supervise the vetting, training and duty assignments of Memorabilia volunteers.
• Create, provide leadership and supervise all Memorabilia subcommittees as necessary to inventory, 
archive and display memorabilia objects.
• Regularly review the current database with updates to create a user-friendly database.
• Coordinate with other SAM committees to develop a Display Committee that will work with staff to 
provide display materials for station-related events.
• Become familiar with all the SAM databases to conduct research of descriptive information about items.
• Request and collect memorabilia items from staff, volunteers and the community.
• Submit regular Memorabilia database updates to the current SAM Master Database Chair.
• Submit a proposed annual budget on behalf of the Memorabilia Committee.
• Serve as a member of the SAM Board by attending SAM board meetings, communicating regularly with 
fellow Board members and RMPM staff, submitting reports upon request and performing other duties as 
needed.
• Submit an annual updated Memorabilia Chair report to include: 1) Job Description and 2) Memorabilia 
Chair Manual plus other related documents as requested or necessary for the job.
• Submit volunteer hours on the volunteer computer or through www.rmpbs.org/volunteer.

KNOWLEDGE, SKILLS AND EXPERIENCE
• Strong leadership and organizational skills including the ability to recruit, manage, assign, train, and 
 supervise a committee of volunteers.
• Strong computer skills are mandatory. Database experience is recommended.
• Necessary knowledge of equipment use such as digital cameras and scanners is strongly suggested.
• Strong communication skills to communicate regularly with memorabilia volunteers, RMPM staff and 
SAM Board members.