

# Commissioner Roles

Chair – Preside at meetings of the Commission and fulfill all the duties as stated in the Historical Commission bylaws.

Vice-Chair – Assist the chair and perform the duties of the Chair in their absence.

Treasurer – Monitors the Historical Commission Trust Fund balance. Makes recommendations on any items related to expenditures. Reviews and advises on grants and additional revenue sources.

Arden-Modjeska House & Garden – Works with the Historic Park Curator to understand and communicate the operations at Arden-Modjeska House and Irvine Ranch Historic Park.

Heritage Hill Historic Park – Works with the Historic Park Curator to understand and communicate the operations at Heritage Hill.

Old County Courthouse - Works with the Historic Park Curator to understand and communicate the operations at the Old County Courthouse, Key Ranch, Yorba Cemetery, and the Peralta Adobe.

Cooper Center -- Works with the archeology and paleontology teams to understand and communicate operations at the Cooper Center.

County Archives – Works with the County Archivist and staff to understand and communicate the operations at the Clerk-Recorder’s Archives.

Oral History Program – Advises other historical groups on the Commission’s Oral History program. Coordinates facilitation of oral history interviews.

Plaque Program – Conducts first time review of plaque application submissions. Reviews and maintains all plaque application forms. Recommends applications to be placed on the meeting agenda for review and approval.

Preserve OC – Advises on partnership with Preserve OC and their happenings. Includes oversight of the interactive map program and any donations made for this purpose.

Publications – Receives and reports on newsletters from Orange County historical organizations and museums. Maintains list of contact information for these organizations. Also maintains annual calendar of events for the Historic Commission and other organizations.

Public Events – Coordinates with partners to provide Historical Commission outreach at various public events.

Photographer – Takes photographs of the Historical Commission at all public events to document outreach efforts.

*Other Possible Roles*

Historic Preservationist – is familiar with historic preservation techniques and principles. Advises the public on the Mills Act, qualifications, requirements, and benefits.

Administrator – Writes letters and correspondence on behalf of the Commission. Drafts Letters of Support for preservation projects.