The Alutiiq Museum & Archaeological Repository maintains Public Programs Advisory Committee (PPAC) of ca. twelve representatives to review the Museum’s interpretive plan and educational initiatives and materials. The PPAC meets quarterly to discuss and evaluate planning documents, proposals, designs, and drafts to provide the museum with direction on its major educational projects.

The committee is comprised of community volunteers interested in serving as reviewers. Members share their expertise to evaluate educational initiatives, assist in creative problem solving, and generate ideas for both existing and planned projects.

The Alutiiq Museum’s mission and vision are critical points of reference for the PPAC, as are the key aspects of the committee’s function, outlined below.

Alutiiq Museum Mission Statement
The Alutiiq Museum preserves and shares the heritage and culture of the Alutiiq people.

Alutiiq Museum Vision Statement
Celebrating heritage through living culture.

Role of the Alutiiq Museum PPAC
Guided by the Museum’s mission, PPAC members will provide feedback and ideas to museum staff members on current, planned, and potential educational projects and resources. This may include exhibits, programs, publications, events and initiatives. Additionally, PPAC members are tasked with reviewing the museum’s interpretive plan each time museum staff members propose revisions. This review will take place as part of the revision process, before the interpretive plan is forwarded to the Alutiiq Heritage Foundation Board of Directors for consideration.

The goal of all reviews will be to provide community input on the Museum’s implementation of its interpretive plans, to provide feedback the museum can use in revising and strengthening its planning documents and proposals, and assist in identifying creative ways to apply recommended improvements.

While the museum strives to involve community review in its major public programming efforts, the committee will not be tasked with reviewing every outreach project. Decisions regarding which projects will be shared with the committee are entrusted to the museum’s Executive Director, as empowered by the Alutiiq Heritage Foundation’s policies.

Committee Member Job Description
Committee members are responsible for reviewing museum documents prior to meetings, attending meetings at the Alutiiq Museum (four times annually), and responding promptly to periodic e-mail messages from the committee coordinator. The goal of PPAC meetings will be task oriented. For example, meetings may include focused gallery walk-throughs and discussion, demonstrations of planned outreach components, presentation and evaluation of designs, or review of documents or proposals.
General Meeting Schedule: First week of February, first week of May, first Week of August, first week of November. Meetings may also be called outside the scheduled times, or poll committee members by email if an urgent need for evaluation arises.

Committee members who are unable to attend a meeting should notify the committee coordinator promptly and provide feedback to meeting materials via email or telephone to the best of their ability. A committee member who misses three consecutive meetings will be considered to have resigned from the committee.

Committee members are expected to uphold and abide by the museums institutional code of ethics. A copy of this document will be provided to all committee members at the start of their service. Importantly, committee members are required to divulge any potential conflicts of interest – real or perceived - to the committee coordinator so these conflicts may be evaluated and addressed.

Committee Structure
Following the bylaws of the Alutiiq Heritage Foundation (AHF), the PPAC is an Alutiiq Museum committee, not a committee of the AHF. However, the AHF maintains the ultimate fiduciary responsibility for all functions of the Alutiiq Museum, including its public outreach programs. As such, PPAC members will be formally invited to serve by the Alutiiq Heritage Foundation Board of Directors, at the request of the Museum’s Executive Director. The Museum’s Executive Director shall suggest candidates for the PPAC to the AHF board for consideration, based on the candidates’ interests in service, their expertise, and their ability to provide support for the museum’s programs.

To provide broad review of the interpretive process, the PPAC will be composed of twelve volunteers representing different viewpoints and knowledge bases within the Kodiak Island community. This may include, but is not limited to, artists, communication specialists, culture bearers, educators, historians, language specialists, naturalists, scientists, leaders of the faith community, and representatives of Kodiak’s diverse cultural communities.

To support the cycle of museum projects, PPAC membership will be four years in duration. There is no limit to the number of terms a committee member may serve. However, to promote broad community involvement in the Alutiiq Museum’s work, members of the PPAC may not serve simultaneously as members of the Museum’s Collections Advisory Committee.

Composition of the committee will be shared publically via the Alutiiq Museum’s print and electronic media and may include digital photographs of the committee. By agreeing to participate in the PPAC, community volunteers agree to share their names and likenesses for non-profit purposes that support the museum’s mission.

The PPAC will have no officers. Committee meetings will be lead by the Museum’s exhibits coordinator following an agenda established and circulated by email in advance of each meeting. Other museum staff members or project partners may be invited to attend the meetings and present projects and take notes as appropriate.
The exhibits coordinator will take minutes at each meeting to record those in attendance and preserve the work of the committee. These minutes will be typed, shared with meeting participants to insure their accuracy, and filed on the museum’s server for future reference and sharing. The committee’s minutes shall be publically accessible. The minutes will be shared upon request, may be attached to proposals, and may be quoted in museum documents.

Adopted: March 2011
First Revision: February 2016