

**TITLE 2: NATURAL RESOURCES**  
**DIVISION 4: LAND RESOURCES**

**§ 4878. Executive Director: Duties.**

The executive director shall have the following duties:

- (a) Under the direction of the board, to carry out the intent of this article and the policies of the board;
- (b) To carry out federal laws and regulations applicable to the operation of a museum in the Commonwealth, the bylaws as approved by the Museum Board of Governors, and other laws and regulations pertaining to the activities of the museum in the Commonwealth;
- (c) To ensure that all rules and regulations of the museum are enforced;
- (d) To supervise and assist with on-going development of facilities for proper storage, preservation, and conservation of archaeological, historical and cultural artifacts and materials, and their associated records;
- (e) To develop programs for the community and provide services for the purpose of promoting and educating the general public and visitors to the Commonwealth on culturally and historically significant materials, events and related matters;
- (f) To attend all meetings of the board, and report to the board at each board meeting as to the activities of the museum;
- (g) To prepare an annual report of the museum's operations and activities for each fiscal year within three months of the end of the fiscal year, including appropriate financial statements, and submit a draft of the report to the board for approval;
- (h) To prepare the annual administrative budget for review and approval by the board and for submission to the Governor and the legislature pursuant to 1 CMC § 7206;
- (i) To hire such employees as requested by the board, subject to the approval of the board, and to plan, organize, coordinate and control the services of such employees in the exercise of the powers of the museum under the general direction of the board; and
- (j) To perform such other duties as the board may require.

**Source:** PL 10-5, § 9.