

# Whidbey Island Genealogical Searchers

## Job Descriptions

### Table of Contents

EXECUTIVE COMMITTEE.....	2
PRESIDENT .....	2
VICE PRESIDENT .....	3
SECRETARY .....	3
TREASURER .....	4
BOARD OF DIRECTORS .....	5
MEMBERSHIP .....	5
PROGRAMS and PUBLICITY .....	6
EDUCATION and TRIPS .....	7
PARLIAMENTARIAN .....	8
OTHER COMMITTEES that Support the Functions of the Society .....	8
AUDIO-VISUAL .....	8
HISTORIAN .....	8
LIBRARY .....	9
NEWSLETTER.....	9
REFRESHMENTS.....	10
WEBMASTER.....	10
SPECIAL COMMITTEES.....	10
AUDITOR.....	11
BUDGET .....	11
NOMINATIONS and ELECTIONS .....	11
RESEARCH and PROJECTS .....	11
WAYS and MEANS .....	11

# EXECUTIVE COMMITTEE

## PRESIDENT

The President oversees the business of Whidbey Island Genealogical Searchers (the Society) and ensures everything runs smoothly while adhering to the Board of Directors decisions, the Bylaws and Standing Rules, and governing parliamentary authority. The President is responsible for leadership of the Society and shall preside at any and all meetings of the Society.

This is a non-salaried volunteer position, elected by members of the Society for a one-year term, per the Bylaws of Whidbey Island Genealogical Searchers.

### Qualifications:

1. Should be familiar with the Bylaws and Standing Rules of the Society and should have basic knowledge of IRS 501(c)(3) and parliamentary procedure.
2. Should be willing to attend meetings of the Society.
3. Should be able to use the internet and e-mail.
4. Should be willing and prepared to represent the Society as its figurehead to other organizations.

### Duties and Responsibilities:

1. Performs the duties of President as prescribed in the Bylaws.
2. Opens the session at the required time by taking the chair and calling the meeting to order.
3. Prepares an agenda for meetings of the Society, Board of Directors, Executive Committee, and/or special meetings, ensuring all participants for each meeting receive a copy of the agenda prior to the meeting.
4. Presides over Society meetings with impartiality, allowing adequate discussion, deliberation, and debate prior to voting on any matter.
5. States and puts to a vote all motions that are made regularly and those that arise during the meeting. Announces the result of a vote on motions.
6. Seeks and appoints chairpersons and committee members to serve on the various committees of the Society. Fills in as Committee Chairperson when one is absent or resigns or until another person is willing to take the Chair position.
7. Maintains open communication with all Board of Directors via email, letter, phone calls, and/or personal contact.
8. Informs the membership about a point of order or practice when necessary or when called on to do so. Keeps order and asks for proper conduct on all occasions among the members.
9. Represents and stands for the membership in general, declaring its will and always obeying its rules.
10. Ensures all business is covered at both Board and General meetings.

11. Appoints an Audit Committee in December of each year.
12. Appoints a Budget Committee in December of each year.
13. Serves as or appoints a Registered Agent for the State of Washington in January.  
The Registered Agent may be an Officer or trusted person appointed by the President to provide a physical address to receive legal documents on behalf of Whidbey Genealogical Searchers. Required by State of Washington. The President or Treasurer is usually appointed to this position in WIGS.
14. Follows up on committee assignments.
15. The President, with prior approval of the Board of Directors, shall sign all the acts, orders, and proceedings of the membership, certificates, contracts, and other instruments of the Corporation.

### **VICE PRESIDENT**

The Vice President position provides support for the President of the Society. In the event the President is unable to preside over a meeting or event, the Vice President will step in and take his/her place. The Vice President also acts as a liaison between President, the Board of Directors, the Executive Committee, and committee chairpersons.

This is a non-salaried volunteer position, elected by members of the Society for a one-year term, per the Bylaws of Whidbey Island Genealogical Searchers.

#### Qualifications:

1. Should be familiar with the Bylaws and Standing Rules of the Society and should have basic knowledge of parliamentary procedure.
2. Should possess good communication skills.
3. Should be able to use the internet and e-mail.
4. Should be willing to attend meetings of the Society.

#### Duties and Responsibilities:

1. Assists the President in administrative duties.
2. Performs as President in the absence of the President.
3. Acts as liaison between the Board of Directors, Executive Committee, and Committee Chairpersons.
4. Should be familiar with the duties of the President and be able to assume responsibility of the President, when necessary.

### **SECRETARY**

The Secretary is responsible for recording proceedings of any and all Society meetings. The Secretary retains the original minutes, attendance of the meetings, the Articles of Incorporation, the Bylaws and Standing Rules, correspondence, audit reports, contracts, and business related records of the Society. The Secretary replies to correspondence as necessary.

This is a non-salaried volunteer position, elected by members of the Society for a one-year

term, per the Bylaws of Whidbey Island Genealogical Searchers.

Qualifications:

1. Should have a basic understanding of good grammar and sentence structure.
2. Should be able to summarize each topic discussed into a concise meaningful paragraph noting the points of importance to the meeting and the membership accurately.
3. Should be familiar with the Bylaws and Standing Rules of the Society and should have basic knowledge of parliamentary procedure.
4. Should possess good communication skills.
5. Should possess good computer skills, including but not limited to word processing, the internet and e-mail.
6. Should be willing to attend meetings of the Society.

Duties and Responsibilities:

1. Preserves all minutes, contracts, correspondence and reports of the Society.
2. Provides notice of Board of Director, Executive Committee, and special meetings.
3. General Meetings: Takes the minutes/notes of the proceedings and transcribes them into finished form and submits copy of final minutes to President and Webmaster. Members can review meeting proceedings via the webpage. Board Meetings: Takes the minutes/notes of the proceedings and transcribes them into finished form and submits copy to President and Board members. Minutes are reviewed for any corrections and/or approval via email prior to or at the next Board meeting.
4. Maintains the official documents, including the Bylaws, Standing Rules, and Articles of Incorporation. This includes keeping the documents up-to-date with any changes made by the Board of Directors and/or general membership.
5. Ensures minutes, Articles of Incorporation, Bylaws, and Standing Rules are available to members of Society on the website.
6. Maintains an inventory list of all Society property that includes the location and value. Presents this inventory list to the Board of Directors at the January meeting.

**TREASURER**

The Treasurer is responsible for overseeing Society funds and financial records by keeping records of all Society deposits and disbursements, providing financial reports to the Board of Directors and membership, and provides access to the financial records for audits. The Treasurer is administratively responsible for the budget, prepares the proposed budget, retains copies of the audit reports, and provides off-site backup for financial records at the end of the fiscal year. The Treasurer conforms to all laws, statutes, regulations, and insurance requirements. The Treasurer has keys to the post office box. The Treasurer along with the President is authorized to sign for the Society; only one signature is required for checks.

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term, per the Bylaws of Whidbey Island Genealogical Searchers.

Qualifications:

1. Should possess basic knowledge of non-profit corporation rules and regulations.
2. Should possess basic knowledge of Federal Tax preparation for non-profit corporations.
3. Should be able to present the financial status of the Society on a monthly and yearly basis and be able to develop a budget for the Society.
4. Should possess good communication skills.
5. Should possess good computer skills, including but not limited to spreadsheet, database, money management software, the internet and e-mail.
6. Should be willing to attend meetings of the Society.

Duties and Responsibilities:

1. Keeps accurate records of all moneys received and dispersed by the Society.
2. Provides a financial report for the general and board meetings of the Society.
3. Makes timely expenditures for the Society upon authorization by the Board of Directors.
4. Picks up mail from the post office box and distributes mail to appropriate officer or committee chair.
5. Submits appropriate IRS and State tax forms when required.
6. Provides access to all bookkeeping materials to Audit Committee when requested.
7. Chairs the Budget Committee.
8. Provides annual budget for the Society each January for Board of Director approval.
9. Pays annual Washington State Genealogical Society membership dues.
10. Serves as Registered Agent for State of Washington if appointed by President.

## **BOARD OF DIRECTORS**

The Board of Directors consists of the Executive Committee, the Chairpersons of the following three Standing Committees and the Parliamentarian. All positions for the Board of Directors are non-salaried volunteer positions appointed by the President with Board of Directors approval.

### **MEMBERSHIP**

At each Society meeting the Membership Chairperson is in charge of greeting members and guests, recording attendance, collecting dues, and assisting with membership applications and annual member surveys. The Membership Chairperson maintains the WIGS e-mail distribution list of current members, providing the current up-to-date roster of members to Board of Director members.

Qualifications:

1. Should have good computer skills and knowledge of database management and word processing.

2. Needs to be able to maintain membership records both in printed and computerized formats.
3. Needs to be able to communicate in a timely manner with the Board of Directors and the general membership.
4. Needs to be willing to attend Society meetings.

#### Duties and Responsibilities:

1. Greets members and guests as they arrive. Introduces new members and visitors during meeting.
2. Provides sign-in sheet at each general meeting.
3. Provides nametags for members and guests at each meeting.
4. Maintains membership list of all members, their addresses, phone numbers, e-mail addresses, and date dues were paid. Provides membership lists as needed in printed or electronic format.
5. Collects and records dues before passing moneys to Treasurer for deposit.
6. Ensures visitor and new member information is current and available at each meeting.
7. Contacts members by e-mail, postcard, or letter regarding renewals or problems.
8. Assembles Membership Packets and provides them to new members. Membership Packet should include a copy of the Bylaws and Standing Rules of WIGS; samples of pedigree charts, family group records, etc.; the time, date, and place of meetings; and website information and access.
9. Develops, publishes, and distributes the Society brochure to be made available to guests, new members, libraries, senior centers, museums and other public establishments.
10. Responds to inquiries from membership and the general public.
11. Maintains binder or file containing Member Data Sheets (aka member applications).
12. Distributes sympathy and get well cards when needed.
13. Submits budget needs to Board of Directors.

#### **PROGRAMS and PUBLICITY**

The Program Chairperson plans, schedules, and coordinates all WIGS programs for the general sessions of the Society. The Programs should provide genealogical "How-Tos", historical information, or technology relevant to family historians, in keeping with the WIGS educational purpose. The Publicity aspect is responsible for using whatever means are available to publicize activities of the Society, primarily placing meeting and event notices in local newspapers, senior centers, libraries and other bulletin boards in public places.

#### Qualifications:

1. Should be able to use the internet and e-mail.
2. Should possess good communication skills.
3. Should be willing to attend Society meetings.

#### Duties and Responsibilities:

1. Searches for and requests monthly general meeting programs and speakers.
2. Ensures speaker has directions to meeting location and cell phone number to call if needed.
3. Reminds speaker a week prior to engagement and the night prior.
4. Ensures Treasurer has name and address of speaker for payment.
5. Ensures all needs of speaker and meeting room are taken care of.
6. Introduces speaker at meeting. Announces future programs.
7. Sends thank you note to speakers following presentations.
8. Keeps log of past programs for future use.
9. Obtains ideas and speakers' names and topics for future programs.
10. Submits announcement to The Center in Oak Harbor for their newsletter and to Whidbey News Times, Whidbey Weekly, and other newspapers regarding WIGS monthly meetings.
11. Prepares and distributes flyers advertising monthly meetings.
12. Prepares notices of any other activity of the Society for newspapers and newsletters.
13. Submits budget requirements to the Board of Directors. May request preliminary budget approval for next fiscal year at September or October Board Meeting in order to engage speakers for the January to June meetings of the next year.

### **EDUCATION and TRIPS**

The Education and Trips Chairperson is responsible for the Society's education program and ensures fulfillment of its educational purpose to further genealogical research, promote interest in family history, and preserve records. This may be in the form of classes, educational materials, or other activities that encourage family history. The nature and extent of these activities may vary from time to time, depending on the expressed wishes and needs of the members.

#### Qualifications:

1. Should be familiar with the major genealogical research facilities in the State of Washington.
2. Should be able to use the internet and e-mail.
3. Should be familiar with genealogical websites and other genealogical resources.

#### Duties and Responsibilities:

1. Provides starter kits and reference information and assistance to members as needed.
2. Introduces activity ideas that the Society can participate in such as indexing censuses and other records and collecting local information of historical significance.
3. May provide instructional classes from introduction to genealogy for beginners to more advanced classes. May coordinate classes with other genealogical groups.
4. Responsible for preserving and storing educational materials.
5. Submits educational budget needs to the Board of Directors.

The Education and Trips Chairperson or committee member(s) may research local

genealogical repositories and organize and promote trips to them. This would include contacting the facilities to schedule dates, notifying members of upcoming trips, maintaining a sign-up sheet for each trip, organizing transportation and securing drivers, determining costs and collecting money, and sending thank you note to repository and drivers.

### **PARLIAMENTARIAN**

The Parliamentarian is appointed by the President for the purpose of advising the President, Board of Directors and/or membership on points of parliamentary procedure per Bylaws, Standing Rules, Robert's Rules of Order, IRS Code Section 501(c)(3), and/or Revised Code of Washington (RCW). The Parliamentarian attends Society meetings, serving as a non-voting member of the Board of Directors.

## **OTHER COMMITTEES that Support the Functions of the Society**

The following committee chairperson and committee member positions are non-salaried volunteers appointed by the President with Board of Directors approval.

### **AUDIO-VISUAL**

The Audio-Visual Committee is responsible for providing audio-visual services for meetings. Recommends acquisitions of audio-visual equipment to meet the needs of the Society.

Qualifications:

1. Should be willing to attend Society meetings.
2. Should have technical ability to set up equipment.

Duties and Responsibilities:

1. Coordinates with Officers and Board members on the audio-visual needs for meetings.
2. Sets up audio-visual equipment prior to meetings.
3. Removes all audio-visual equipment after the meetings.
4. Recommends acquisition of audio-visual equipment when needed.
5. Presents an annual equipment inventory to the Secretary.

### **HISTORIAN**

The Historian records and preserves a historical record of the Whidbey Island Genealogical Searchers by gathering photos, brochures, notes, and any other information of historical value pertaining to organizational activities and storing them in such a way to protect them for future reference.

Qualifications:

1. Should be willing to attend Society meetings.
2. Needs to be able to collect and preserve documents of the Society.
3. Needs to be able to use a camera.

Duties and Responsibilities:

1. Maintains current records and notebooks of the Society news, activities, and

achievements and makes them available to the membership at the December meeting.

2. The records and notebooks shall be kept in archival boxes and include copies of all publications of *The Searcher*, news articles regarding WIGS, record of when WIGS was organized with list of charter members, information on when WIGS became involved with the Washington State Genealogical Society, photos of WIGS activities, outline by year of accomplishments, activities and officers for that year.
3. Takes or arranges for photographs of newly elected and appointed Officers and Board of Directors members.
4. Responsible for answering questions regarding the history of WIGS.
5. Submits budget needs to Board of Directors.

## **LIBRARY**

The Library Chairperson and / or Committee are responsible for the collection of all books, periodicals and other materials for family history research. Responsibilities include organizing the materials, maintaining an annual inventory, monitoring use by members, and publicizing the Society's collections. The Library listing is available on the WIGS website.

Duties and Responsibilities:

1. Maintains current inventory list of all library holdings.
2. Checks out books and other materials to members.
3. Accepts gifts of genealogical books and periodicals from contributors.
4. Applies WIGS stamp to all materials and adds them to inventory list.

## **NEWSLETTER**

The Newsletter Chairperson is responsible for editing and publishing the newsletter, *The Searcher*, twice a year and distributing it to members of the Whidbey Island Genealogical Searchers and other genealogical societies on an exchange basis and by e-mail. The Chairperson collects interesting articles, edits, proofreads, and electronically sends the finalized newsletter to the membership.

Qualifications:

1. Needs to have good computer skills, including word processing or other formats for producing a newsletter.
2. Should have a basic understanding of good grammar and sentence structure.
3. Should be able to utilize the resources of the internet.

Duties and Responsibilities:

1. Gathers articles and information of genealogical relevance for inclusion in the newsletter.
2. Obtains permission to reprint articles.
3. Electronically sends the newsletter to all current WIGS members and other genealogical societies. Prints several complimentary newsletters for distribution to

- guests and new members at monthly general meetings.
4. Submits budget needs to Board of Directors.

## **REFRESHMENTS**

The Refreshment Chairperson and committee are responsible for asking members to bring refreshments to meetings, purchasing needed supplies, setting up and cleaning up after meetings.

Qualifications:

1. Needs to be willing to contact members by phone, e-mail, or in person.
2. Needs to be willing to attend meetings.

Duties and Responsibilities:

1. Contacts members to provide refreshments for general meetings.
2. Purchases and maintains refreshment supplies.
3. Sets up and puts out refreshments for meeting.
4. Cleans up kitchen and area used after meeting. Puts unused supplies away.
5. Submits budget needs to Board of Directors.

## **WEBMASTER**

The Website Manager is appointed by the Board of Directors to maintain the Society's website. The Website Manager is responsible for the maintenance of the website to reflect the current operations of the Society and to ensure the website operates as expected, maintains consistency throughout, and ensures hyperlinks are current and operational. Information on the website is intended to be the "official" and correct information. Decisions as to the content of the website are made by the Board of Directors and direction is given to the webmaster. The website is the property of the Society, not the webmaster.

Qualifications:

1. Needs to have computer skills, including website design.
2. Needs to have internet access.

Duties and Responsibilities:

1. Designs and maintains the Whidbey Island Genealogical Searchers website.
2. Places content on the website at the direction of the Board of Directors.
3. Keeps the information up to date including but not limited to: Officers and Board of Directors, Publications, Resources for Genealogical Societies, Genealogical research links, Membership information, and Society meeting information.
4. Responds to questions, requests, and/or complaints from users.
5. Checks e-mail to Society and responds or forwards to appropriate person.

## **SPECIAL COMMITTEES**

Special committees are committees of specific purpose and limited duration. These are non-salaried volunteer positions.

## **AUDITOR**

The President shall appoint a member of the Society in December to audit the Treasurer's books for accuracy. The auditor shall provide a written report to the Board of Directors in January. Additional audits may be performed if there is a change of Treasurer.

## **BUDGET**

The Budget Committee, headed by the Treasurer, shall be appointed by the President at the December meeting to develop a budget for the upcoming year to be presented to the Board of Directors for approval at the January Board of Directors meeting. The retiring Treasurer shall be an ex-officio member of the committee.

## **NOMINATIONS and ELECTIONS**

The Nominations and Elections Committee consisting of a chairperson and one (1) to five (5) members is appointed by the Board of Directors at the September Board of Directors meeting. The Chairperson shall present one or more nominees for each elected position (President, Vice President, Secretary and Treasurer) to the membership at the October and November general meetings. Additional nominations by any member may be made from the floor if the candidate agrees to serve. Nominees shall be members in good standing.

Election of officers will take place at the November general meeting.

The Chairperson shall attend Board of Director meetings as requested by the President.

## **RESEARCH and PROJECTS**

The Research and Projects Chairperson and / or Committee may conduct research in response to a query or consider requests for projects. Requests from members for research or projects shall be submitted in writing to the Board of Directors for consideration. Expenditures for equipment and supplies related to any project shall require approval of the Board of Directors unless the cost is \$50.00 or less.

## **WAYS and MEANS**

The Ways and Means Chairperson and / or Committee are responsible for money raising projects.

Duties and Responsibilities:

1. Recommends fund-raising activities for WIGS and oversees them.
2. Provides receipts and moneys received to Treasurer for deposit in bank account.
3. Obtains and awards door prizes at general meetings when requested.