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EXECUTIVE COMMITTEE

The Executive Committee consists of the President, Vice President, Secretary, and Treasurer.

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 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 familiar with the major genealogical research facilities in the State of Washington.
3. Should be familiar with the internet and e-mail.
4. Must be willing to attend any and all business meetings of the Society.
5. Willing and prepared to represent the Society as it's figurehead to other organizations.

Duties and Responsibilities:

1. Perform the duties of President as prescribed in the Bylaws.
2. To open the session at the required time by taking the chair and calling the meeting to order.
3. Prepare an agenda for any and all meetings of the Society, Board of Directors, Executive Committee, and/or special meetings, ensuring all participants for each meeting receives a copy of the agenda at least seven (7) days prior to the meeting.
4. Preside over any and all Society meetings with impartiality, allowing adequate discussion, deliberation, and debate prior to voting on any matter.

5. State and put to a vote all motions that are made regularly and those that arise during the meeting. Announce the result of a vote on motions.
6. Ensure there is someone to give a report from each Officer and Committee Chairperson.
7. Seek and appoint chairpersons and committee members to serve on the various committees of the Society. Fill in as Committee Chairperson when one is absent or resigns, until another person is willing to take the Chair position.
8. Maintain open communication with all Board of Directors via email, letter, phone calls, and/or personal contact.
9. To inform the membership about a point of order or practice when necessary or when called on to do so. Enforce order and proper conduct on all occasions among the members. Restrain members engaged in debate within the rules of order.
10. To represent and stand for the membership in general, declaring it's will and always obeying its rules
11. Ensure all business is covered at both Board and General meetings.
12. Appoint an Audit Committee in December of each year.
13. Appoint standing Committee Chairpersons in January to be approved by the Board of Directors.
14. Follow 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.
16. Attend or report to the Regional Genealogical Society meeting every other month in Mt. Vernon.

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 would be required to 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 of the Society and should have basic knowledge of parliamentary procedure.
2. Should possess good communication skills.
3. Should be familiar with the internet and e-mail.
4. Must be willing to attend any and all business meetings of the Society.

Duties and Responsibilities:

1. Assist the President in administrative duties.
2. Perform as President in the absence of the President.
3. Act as liaison between the Board of Directors, Executive Committee, and Committee Chairpersons.
4. Familiar with the duties of the President and 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. Must 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 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. Must be willing to attend any and all business meetings of the Society.

Duties and Responsibilities:

1. Preserve all minutes, contracts, correspondence and reports of the Society.
2. Provide notice of Board of Director, Executive Committee, and special meetings.
3. General Meetings: Take the minutes/notes of the proceedings and transcribe them into finished form and submit copy of final minutes to President and Webmaster. Members can review meeting proceedings via the webpage. Board Meetings: Take the minutes/notes of the proceedings and transcribe them into finished form and submit copy to President and Board members. Minutes are read for any corrections and/or approval at the next Board meeting.
4. Maintain 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. Ensure minutes, Articles of Incorporation, Bylaws, and Standing Rules are available to members of Society at each meeting.
6. Maintain an inventory list of all Society property that includes the location and value. Present 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, 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.

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 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. 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. Must be willing to attend any and all business meetings of the Society.

Duties and Responsibilities:

1. Keep accurate records of all moneys received and dispersed by the Society.
2. Provide a financial report for the general and board meetings of the Society.
3. Make timely expenditures for the Society upon authorization by the Board of Directors.
4. Pick up mail from the post office box and distribute mail to appropriate officer or committee chair.
5. Submit appropriate IRS and State tax forms when required.
6. Provide access to all bookkeeping materials to Audit Committee in January.
7. Chair the Budget Committee.
8. Provide annual budget for the Society each January for Board of Director Approval.
9. Pay annual WSGS membership dues.

BOARD OF DIRECTORS

The Board of Directors consists of the Executive Committee and the Chairpersons from the following nine committees.

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. Membership Chairperson maintains the WIGS e-mail distribution list of current members, providing current up-to-date roster of members to Board of Director members.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Qualifications:

1. Must have good computer skills and knowledge of database management and word processing.
2. Must be able to maintain membership records both in printed and computerized formats.
3. Must be able to communicate in a timely manner with the Board of Directors and the general membership.
4. Must be able to attend any and all Society meetings.

Duties:

1. Greet members and guests as they arrive. Introduce new members and visitors during meeting.
2. Provide sign-in sheet at each general meeting.
3. Responsible for nametags for members and guests at each meeting.
4. Maintain membership list of all members, their addresses, phone numbers, e-mail addresses, and date dues were paid. Provide membership lists as needed in printed or electronic format.
5. Collect and record dues before passing moneys to Treasurer for deposit.
6. Ensure visitor and new member information is current and available at each meeting.
7. Contact members by e-mail, postcard, or letter regarding renewals or problems.
8. Respond to inquiries from membership and the general public.
9. Maintain binder containing Member Data Sheets (aka member applications) for access by members to view other members' surnames and locations they are researching.

PROGRAMS/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 Center, library and other bulletin boards in public places.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Duties:

1. Search for and request monthly general meeting programs and speakers.
2. Ensure all details are taken care of: Overhead projector, chalk boards, covers on windows, etc.
3. Ensure speaker has directions to meeting location and phone number to call.
4. Remind speaker a week prior to engagement and the night prior.
5. Ensure Secretary and Treasurer has name and address of speaker for payment and thank you.
6. Keep log of the programs for future use.
7. Obtain ideas and speakers' names and topics for future programs.
8. Introduce speaker at meeting. Announce future programs.
9. Advise the Oak Harbor Senior Center the program is for their newsletter.
10. Send in announcement to Whidbey News Times regarding WIGS meeting
11. Prepare notices of any other activity of the Society for newspapers, newsletter, and posters.

PUBLICATION

The Publication Chairperson is responsible for editing and publishing a quarterly newsletter, The Searcher, and distribute to members of the Whidbey Island Genealogical Searchers and other genealogical societies on exchange basis and mail. The Chairperson collects interesting articles, edits, proofreads, and electronically sends the finalized newsletter to the membership.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Qualifications:

1. Must have reasonably 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. Gather genealogically related articles and information of genealogical relevance for inclusion in the quarterly newsletter.
2. Obtain permission from newspapers and authors to reprint articles.
3. Electronically send the newsletter to all current WIGS members. Print several complimentary newsletters for distribution to guests and new members at monthly general meetings.

WAYS AND MEANS

The Ways and Means Chairperson is responsible for providing raffle items to the membership for purchase at the general meetings.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Duties and Responsibilities:

1. Maintain small stock of useful items for sale to the membership such as, #9 envelopes, sheet protectors, Sno-Isle Library genealogical holdings list, and forms for genealogy research.
2. Obtain and/or collect and display items of genealogical interest for the door prize.
3. Sell tickets for the door prize.
4. Twice a year raffle an item of genealogical interest such as “Red Book” or the “Source”.
5. Itemize receipts from the sales table and report sales amounts to the Treasurer. Pass monies received to Treasurer for deposit.
6. Report donations receipts to the Treasurer.
7. Provide the Treasurer with itemized statement of purchases made for the sales table, door prize, or the raffles for reimbursement.
8. Devise ways to raise money for WIGS and oversee them.
9. Responsible for the sale of Society initiated items.

HISTORIAN

To record and preserve 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.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Qualifications:

1. Must be able to attend any and all Society meetings.
2. Must be able to collect and preserve historical documents of the Society.
3. Must be able to use a camera.

Duties:

4. Maintain a current scrapbook of the Society news, activities, and achievements and make it available to the membership at the December meeting.
5. Take or arrange for photographs of newly appointed or elected Board of Director members.
6. Scrapbook shall include all 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 Genealogy Society, photos of WIGS activities, outline by year of accomplishments, activities and officers for that year.
7. Responsible for answering questions regarding the history of WIGS.
8. Annually write a comprehensive historical report of WIGS activities and make copies available for membership.

EDUCATION/TRIP COMMITTEE

The Education Chairperson is responsible for the Society 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. The Chairperson is responsible for preserving educational materials. The Chairperson submits any educational budget requirements to the Board of Directors.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Duties and Responsibilities:

1. Provide starter kits and reference information and assistance to members as needed.
2. Introduce activity ideas that the Society can participate in, such as census, collecting local information of historical significance.
3. Introduce the idea to coordinate with another genealogical group to provide instructional class from the introduction to genealogy through beginner and beyond

The Field Trips Chairperson is responsible for researching local genealogical repositories as well as organizing and promoting trips to them. This includes contacting the facilities to coordinate dates and use; notify members of upcoming trips; maintain a sign-up sheet for each trip; organize transportation and secure drivers; obtain medical questionnaire for each person; determine costs and collect money; send thank you note to repository and drivers.

LIBRARY

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

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Duties:

1. Accept genealogical gifts from contributors and periodicals.
2. Apply WIGS stamp and place in file cabinets
3. Maintain inventory and current list of all holdings.
4. Take AGLL orders
5. Check out videos and other materials to members.
6. Make suggestions for future acquisitions.
7. Arrange for volunteers to assist in the library.

PROJECTS AND RESEARCH

The purpose of the Project/Research Committee is to update the resource guide, maintain files of obituaries extracted from newspapers in Island and Snohomish

Counties, court house records, cemeteries, voter's lists, churches, and fraternal organizations. Obituary files should contain name of deceased, name of newspaper, date and county of publication, actual article. The Chairperson is responsible for maintain records of all extraction's done by the Society.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

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, Roberts Rules of Order, IRS Code Section 501(c)(3), and/or Revised Code of Washington (RCW). The Parliamentarian attends any and all Society meetings, serving as a non-voting member of the Board of Directors.

OTHER COMMITTEES

WEBMASTER

The WIGS 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, maintain consistency throughout, and ensure 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.

This is a non-salaried volunteer position appointed by the President with Executive Committee approval.

Qualifications:

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

Duties:

1. Design and maintain the Whidbey Island Genealogical Searchers website design.
2. Place content on the website at the direction of the Board of Directors.
3. Keep 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 Society meeting information
4. Respond to questions, requests, and/or complaints from users.

AUDIT COMMITTEE

The Audit Committee is a standing committee that supports the Society by ensuring the financial statements are accurate and complete. The Audit Committee shall consist of at least two members, who are not Board members, appointed by the President and approved by the Board of Directors, to prepare a yearly audit as of January 30th. In the event there is a change in Treasurer, the audit committee will audit the previous Treasurer's books and present a written report to the Board of Directors within sixty (60) days. The Audit Committee examines the accounting system, reviews property list (equipment, books, CD's, etc.), matches documents against reports. The committee reports its findings and recommendations in writing to the Board of Directors at the February Board of Directors meeting. The Secretary and Treasurer retain copies of the audit reports. Members of the Audit Committee hold their positions until replaced by successors are appointed and approved by the Board of Directors.

This is a non-salaried volunteer committee, appointed by the President with approval of the Executive Committee.

BUDGET COMMITTEE

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

This a non-salaried volunteer committee, appointed by the President with approval of the Executive Committee.

ELECTION COMMITTEE

The Election Committee 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 to the membership at the October and November general meetings. Election of officers will take place at the November general meeting. Additional nominations may be made from the floor, if the candidate agrees to serve. The Chairperson shall attend Board of Director meetings as requested by the President. Members of Nominating Committees hold their positions until replaced by successors filling vacancies should any occur during the year.

This is a non-salaried volunteer committee, appointed by the Board of Directors per the Bylaws of Whidbey Island Genealogical Searchers.