

## GSSWI Job Guidelines Overview

### ***Board of Directors:***

The Board is responsible for managing the business, finances, activities, and programs of the Society. It annually reviews committees, administrative policies and procedures, dues, and mileage, as well as the Property List showing location and approximate value of all Society property. Board members attend both scheduled and special meetings unless they notify the President; they provide backup for their responsibilities by having a co-director (sharing one vote) or an assistant who takes responsibility when the board member is unavailable. Board members assume office at the beginning of the fiscal year but overlap with the prior board for summer orientation and planning. Board members submit their budget needs before August and are able to approve non-budgeted expenditures under \$35.00. The custodian of the Society printer will print any materials needed by the Board or committees. Officers serve until successors are elected and may serve only 2 consecutive 1-year terms in an office; Directors serve until replaced by the Board. Job Guidelines for each Board position describe the responsibilities of the job and specifically how they are done; these guidelines are passed to successive holders of each position. Board meetings are open to the membership and conducted according to the Simplified Meeting Rules contained in the Bylaws.

### ***Elected Officers:***

**Note:** Current members who have held the following positions are listed as people capable of offering assistance or answering questions about responsibilities. Only *current* members are listed.

#### **President**

*Members who have held this position:* Billie Barb, Harriet De Wolfe, Mary Sue Kriefall, Martha Randall, Laura Roetcisoender, Ann Wright.

The President oversees the business of the society and ensures everything is running smoothly while adhering to Board decisions, the Bylaws, and the educational purpose of GSSWI. In addition to presiding at Board meetings and the annual business meeting, the President is responsible for leadership of the Society and manages the workload so as not to burden the members of the Board. The President signs certificates, contracts, and other instruments as determined by the Board and is administratively responsible for Society mail, public relations, seminars, and conferences. The President is authorized on the Society accounts and has keys to the Society's Safe Deposit Box and Post Office Box. The President meets regularly with the Vice President to set goals, strategize, and equip the VP to take over in an emergency.

#### **Vice President (VP)**

*Members who have held this position:* Billie Barb, Dick Bruya, Harriet DeWolfe, Mary Sue Kriefall, Martha Randall, Laura Roetcisoender, Maureen MacDonald, Ann Wright, Joan Peters, Margaret Young.

The VP assists in the performance of presidential duties and assumes them as necessary. The VP is automatically a member of the standing Nominating Committee and is authorized to sign for the Society. The Vice President meets regularly with the President to set goals, strategize, and equip the VP to take over in an emergency.

#### **Secretary**

*Members who have held this position:* Lenora Davidson, Ada Goodwin, Barbara Howes, Georgene Jacobs, Wilma New.

The Secretary is responsible for recording proceedings of all Board and Annual Business meetings and providing minutes to the Board. The Secretary retains copies of minutes, attendance at Board meetings, the Articles of Incorporation, Bylaws, correspondence, audit reports, contracts, and business-related records of the Society. The Secretary replies to correspondence as necessary.

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### Treasurer

*Members who have held this position:* Dulca Baxter, Ann Hartley, Sharon McDaniel, Ann Wright.

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 and membership, and providing access to the financial records for audits. The Treasurer is administratively responsible for the budget, prepares the proposed budget, maintains the Property Inventory List that includes location and value of all Society property, retains copies of the audit reports, provides off-site backup for financial records by forwarding them to the Archivist monthly and at the end of the fiscal year. The Treasurer conforms to all laws, statutes, regulations, and insurance requirements. The Treasurer has keys to the Safe Deposit Box and Post Office Box. The Treasurer, along with the President and VP, is authorized to sign for the Society; only one signature is required for checks. A newly-elected Treasurer will attend the prior year's audit to better understand the job. GSSWI uses Quicken for the check register and reports; checks are hand-written.

### Directors:

#### Archives Director

*Members who have held this position:* Doreen Johnson, Ralph Seefeld.

The Director of Archives is responsible for providing storage for GSSWI Permanent Records, maintaining databases of surnames and geographic locations being researched by members, and assisting with Island County genealogical records by making information available to researchers and researching archives for outside requests.

#### Education Director

*Members who have held this position:* Dulca Baxter, Doreen Johnson, Graham Johnson, Virginia Lindsey, Ann Wright.

The Director of Education 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 Director is responsible for preserving GSSWI educational materials. The Director of Education submits any educational budget requirements to the Board. .

#### Field Trips Director

*Members who have held this position:* Billie Barb, Cheryl Carlson, Mary Sue Kriefall, Maureen MacDonald, Martha Randall, Ann Wright.

The Director of Field Trips 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; notifying members of upcoming trips; maintaining a sign-up sheet for each trip; securing drivers; organizing transportation, determining costs; and thanking the repository and drivers.

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### Library Director

*Members who have held this position:* Marge Cornelius, Maureen MacDonald.

The Library director is responsible for GSSWI's collection of books and other materials for family history research. GSSWI has 1. *The Circulating Collection* kept at the Library Director's home, 2. *The Program Videotape Collection*, kept at the Library Director's home, and 3. *The Family History Center (FHC) Collection*, which is on loan to the Church of Jesus Christ Latter Day Saints.

Library Director responsibilities include organizing the materials, maintaining an annual inventory, monitoring use by members, and publicizing the Society's collections. Books lists are kept by the Library Director and on the GSSWI website at [www.rootsweb.ancestry.com/~wagsswi](http://www.rootsweb.ancestry.com/~wagsswi). Materials from the *Circulating Collection* and video tapes of selected past GSSWI programs are available for checkout by members by notifying the Library Director.

### Membership Director

*Members who have held this position:* Beryl Miller, Leslie Shotwell, Barbara Vogelsberg.

At each Society meeting the Membership Director is in charge of greeters, recording attendance, collecting dues, and assisting with membership applications and the annual member surveys. The Director maintains the GSSWI e-mail distribution list of current members and periodically provides updated copies of the roster to the Board. The Director electronically sends the 1) the newsletter and 2) information on the current month's activities from the GSSWI website as a reminder to the members. The Membership Director collects and records dues (to maintain segregation of duties) before passing them to the Treasurer for deposit. The Director is responsible for nametags (guest and member) that are to be worn at each meeting and ensures visitor and new-member information is current and available. At the meetings the Greeters hand out visitor information; the Director of Membership hands out new-member folders. The Printer Custodian prints name tags and any material to be distributed. Note: Bonnie Sears, as founder of the group, is honored with a Lifetime Membership in the GSSWI.

### Programs Director

*Members who have held this position:* Billie Barb, Jerry Case, Harriet DeWolfe, Ada Goodwin, Maureen MacDonald, Beryl Miller, Marilynn Wright.

The Director of Programs plans, schedules, and coordinates all GSSWI programs for the ten general sessions of the Society, including reimbursement fees. The programs should provide genealogical "how-tos", historical information, or technology relevant to family historians, in keeping with the GSSWI educational purpose. The Director is the custodian of the GSSWI sound system. A seminar is traditionally hosted by the Society every other year and may take the place of the Society meeting that month. The seminar is planned and managed by the Seminar Committee, not the Programs Director. The Fender Sound System, lapel microphone, wheeled carrier, extension cord, and canvas bag are the responsibility of the Programs Director.

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### Publications Director

*Members who have held this position:* Dulca Baxter, Dave Flomerfelt, Doreen Johnson, Ann Wright.

The Publications Director is the editor of the Society newsletter that is provided to the members from September through June; its purpose is to update members on the latest genealogy and GSSWI news, to announce upcoming seminars, special programs, trips, etc. The Director collects interesting articles, edits, proofreads, and electronically sends the finalized newsletter to the Membership Director for distribution. If the Director has physical custody of the Society HP color Inkjet DP1700 printer and printing supplies, responsibilities also include printing all Society printed materials, ordering supplies, and maintenance of the printer. If there is another custodian for the printer, the Director e-mails the electronic file to the Custodian to print and mail the few copies we send to other societies etc.

### Publicity Director

*Members who have held this position:* Bev Bakos, Peggy Kimbell, Stephanie Rodden & John Cienki.

The Publicity director is responsible for using whatever means are available to publicize activities of the Society, primarily placing meeting and event notices in local newspapers, e.g. The Whidbey Marketplace, the South Whidbey Record, The Whidbey News Times, The Whidbey Examiner, Senior Currents, and the Everett Herald. It includes updating local telephone directories, websites, and newspaper supplements to include the Society under "Clubs and Organizations." The Publicity Director distributes Society brochures and flyers to bulletin boards in public places on Whidbey Island. At the 6/26/06 meeting the following locations were suggested: FHC, Chambers of Commerce, Oak Harbor & Clinton visitor centers, church bulletins, Post Offices, Senior centers. The Outreach Committee distributes brochures to Whidbey libraries.

### Volunteers Director

*Members who have held this position:* Marilynn & Mel Wright.

The Director of Volunteers is responsible for keeping a file of volunteers, coordinating their participation in the various Society activities, and the history of volunteer participation. The Director coordinates both refreshments for Society meetings and contributions of cookies as a thank-you to Trinity Lutheran Church for use of their facilities. The Director is custodian of the two GSSWI coffee pots, one for coffee and one for water.

## Committees

### Standing Committees:

#### Nominating Committee

*Members who have held this position:* Billie Barb, Mary Sue Kriefall, Virginia Lindsey, Maureen MacDonald, Beryl Miller, Martha Randall, Laura Roetcisoender, Bonnie Sears, Ralph Seefeld, Barbara Vogelsberg, Ann Wright, Margaret Young.

The Nominating Committee is a standing committee of five members: the VP, the Director of Membership, and three members who are elected from the membership at the Annual Meeting. The Nominating Committee selects a chair by mutual consent and submits at least one candidate for President, VP, Secretary, Treasurer, and three Nominating Committee positions. The slate is announced at the May general meeting for elections at the Annual Meeting in June. Additional nominations may be made from the floor if the candidate agrees to serve. Members of Nominating Committees hold their positions until replaced by successors filling vacancies should any occur during the year.

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### Audit Committee

*Members who have held this position:* Charlene Arnold, Dulca Baxter, Ada Goodwin, Lynne Hossfeld, Graham Johnson, Mary Sue Kriefall, Janice Martin, Marilyn & Mel Wright.

The Audit Committee is a standing committee that supports the Society by ensuring the financial statements are accurate and complete. By the June meeting the Board appoints three members who are not members of the Board to serve on the standing Audit Committee. At the close of the current fiscal year (August 31st), this committee selects a chair and examines the Society property list (equipment, books, CDs, videos, etc) and accounting system; it reviews the procedures, matches reports against documentation, and confirms accounts and investments said to belong to the Society. The committee reports its findings and recommendations in writing to the Board and Membership at the October meetings. The Secretary and the Treasurer retain copies of the audit reports. Members of the Audit Committee hold their positions until replaced by successors appointed and approved by the Board. If the Board elects a new Treasurer, the Audit Committee will audit the previous Treasurer's books and present a written report to the Board within sixty days after the change. The newly-elected Treasurer will attend the prior year's audit to better understand the job.

### Ad Hoc Committees

The Board appoints ad Hoc committees as needed. The Board approves appointees to committees and is responsible for all committees and their activities.

### Outreach Committee

*Members who have held this position:* Billie Barb, Laura Roetcisoender.

The Outreach committee is responsible for exhibiting the presence of GSSWI in our community.

Billie Barb is responsible for outreach at the Sno-Isle libraries and the Island County Fair. Billie maintains a display at the Freeland Library as a means of advertising society activities and supplies Society brochures to Whidbey Island libraries. During the Island County Fair, GSSWI is responsible for the Brooks Hill log house. The Outreach committee prepares a display and coordinates society volunteers to "host" the house during the fair.

Laura Roetcisoender is responsible for other types of outreach, which have included the Baby Island/Saratoga Yard Sale, Bayview Saturday Market, and Choochokum Arts Festival in Langley.

### Website Manager

*Members who have held this position:* Carol Johannson, Nancy Snow.

The Website Manager is appointed by the Board to maintain the GSSWI website. The Website Manager need not be a member of the Society but will maintain the website to reflect the current operations of the Society. The manager is responsible for ensuring the website operates as expected, maintaining consistency throughout and ensuring that hyperlinks are current. The website manager may accept input from any member of the Board. The information on the GSSWI website is intended to be the "official" and correct information. Other communication avenues should ensure their information is consistent with the website. Website managers create web pages. However, the majority of their responsibilities involve the maintenance and updating of an existing website. They are responsible for ensuring the website operates as expected, maintaining consistency throughout the website, ensuring that hyperlinks to other places on the Internet are current, and responding to questions/requests/complaints from users. Additionally, they are responsible for the style and content of the site.

### Seminar Committee

*Members who have held this position:* Harriet DeWolfe, Laura Roetcisoender.

Typically GSSWI hosts a one-day seminar put on by a reputable genealogist every other year. The chairperson is appointed by the Board to coordinate this event and temporarily report to the Board. A

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budget is established and the Treasurer handles all funds to ensure appropriate accountability and is an automatic member of the Seminar Committee. The chairperson clears dates and location with the Board and secures a committee to plan and execute the event with specific and clear assignment of tasks and budget allotments. Agreements with lecturers, etc., must be in writing. And expenditures must have receipts.

### Videographer

*Members who have held this position:* Sue Fessenden, Ruth Hancock, Doreen Johnson, Ann Wright.

The Videographer is responsible for recording each of the Society's programs, transferring the recording tape to a VHS tape, labeling the tape, and giving the VHS tape to the Library Director with copies of extra handouts. The tapes are available for members to check out. The GSSWI Sony video camera, tripod, extension cord, and carrying case are the responsibility of the Videographer.

### Door Prizes

*Members who have held this position:* Denise Jhanson, Laura Roetcisoender.

The purpose of this position is to secure funds in addition to dues income. Due to our 5013c status, we call these items door prizes even though we raffle them off at our meetings. The annual budget determines the amount for raffle tickets and items to be raffled. The Treasurer will handle all funds to ensure appropriate accountability.

### Printer Custodian

*Members who have held this position:* Doreen Johnson, Ann Wright.

It is important to have the Society printer fairly centrally located for convenience in getting printed products and to place it with someone who has room to house it. The Printer Custodian has physical custody of the Society HP color Inkjet CP1700 printer, manual, and printing supplies. Responsibilities include printing all Society printed materials, ordering supplies, and maintaining the printer. If the Director of Publications does not have the Society printer, the Director e-mails the file to the Custodian who prints and mails the few copies we send to other societies etc.

### Projector Custodian

*Members who have held this position:* Doreen Johnson.

The Projector Custodian has physical custody of the ViewSonic PJ503D DLP® SVGA Projector and manual which is used for classes, user groups, and programs. For convenience, the Custodian is usually the person who uses it most often.

### Greeter Coordinator

*Members who have held this position:* Ann Holmes, Georgene Jacobs.

The Greeting Coordinator signs up greeters for each month, sets up the Guest Table with nametags & information handouts, and helps greeters pair visitors with GSSWI members for the meeting & social period.

### Island Research

*Members who have held this position:* Ralph Seefeld.

Ralph has done years of research in Island County and responds to requests that come through our GSSWI website. He can locate most obituaries that are requested.