

Directors:

Membership Director

People who have held this position: Beryl Miller, Carol Ripley, Leslie Shotwell

At each Society meeting the Membership Director is in charge of greeters, recording attendance, collecting dues, and assisting with membership applications and member surveys. The Director maintains the current roster and “official” e-mail distribution list of Society members and provides updated copies of the roster to the Board. The Director electronically sends the newsletter and e-mail notifications to each member including meeting invitations and messages prepared by other Board members such as program, education, and field-trip information. The Membership Director collects and records dues (to maintain segregation of duties) and passes 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. At the meetings the Greeters hand out visitor information; the Director of Membership hands out new-member folders. The Printer Custodian prints the material that is distributed and name tags. Note: Bonnie Sears, as founder of the group, is honored with a Lifetime Membership in the GSSWI.

Greeting visitors at meetings

- The Greeting Coordinator signs up two greeters per month (four for September and October) to host visitors and new members for the meeting.
- The Greeting Coordinator sets up the Guest Table in the hall by the front door which contains the Greeter rosettes, GSSWI Guest Sign-in Sheet, Guest nametags, pens, Visitor Information handouts, the list of members from each part of the Island, and the list of locations being researched with names of members doing research there – these two lists can be used to pair a guest with a member for the meeting:
- The Greeting Coordinator notifies the President in writing of any visitors to be introduced at the end of the meeting.
- Greeters have several responsibilities:
 - Wear “Greeter” rosettes and stand close to the outside door and Guest Table 15-30 minutes before the meeting to greet people as they arrive.
 - Determine if guests are only visiting or want to become new-members. If they want to be new members direct them to the Membership table.
 - Take visitors to the Guest Table and have them fill out nametags and the GSSWI Guest Sign-in Sheet.
 - Give visitors the Visitor Information handout.
 - Introduce guests to a member who can sit with them, introduce them at the end of the meeting, and accompany them to the social period. Offer to do this yourself, find someone in the Location Database (at the Guest Table) who is researching the same area, or find someone on the list (at the Guest Table) who lives close to them on the Island. If you can’t find someone this way, 3 people have volunteered to be on hand to chat with visitors: Georgene Jacobs, Maureen MacDonald, and Laura Roetcisoender.
 - Ask the person accompanying the guest to be ready to introduce them at the end of the meeting and to accompany them to social period.
- Periodically, the Greeting Coordinator will contact those who visited our meetings (from the sign-in sheets) to invite them to come again.
- Maintain a monthly visitor record.

Membership Table at meetings

- The Membership table is located in Grigware Hall. It contains member nametags, blank nametags for new members, the Member Sign-in sheet, the Membership Roster, Membership Application forms, member-survey forms, New-Member folders, and the Society receipt book (for cash dues).
- Signs are hung to remind members to sign in at the membership table.
- The Membership Director receives all dues, notes the amount and check number, marks paid on the membership roster, returns a receipt for cash payments, and passes the dues to the Treasurer who endorses checks with the GSSWI stamp and deposits the money. This provides separation of monetary duties.
- Members sign in at the Membership table and get their nametags that are to be returned to the Director of Membership after the social period. If they haven't returned their member survey, one is given to them to complete.

New-members

- The Director of Membership welcomes all new members and gives them an application form, a member-survey form, a folder containing new-member information, and collects their dues.
- The Director of Membership notifies the President in writing of any new members to be introduced at the end of the meeting.
- The Director ensures the folders of new-member information are current, printed, and ready to distribute. These pages were revised in summer 2008:
 - Table of Contents
 - Welcome from the President
 - 5-page Quick Reference Guide for Members – including Program, Class, and Field-trip schedules
 - Chart of GSSWI Board and Committee members
 - Field Trip Information and Field Trip Fees
 - Repositories - Whidbey Island and Surrounding Areas
 - 4-page List of Helpful Genealogy Books
 - Ethics in Genealogy – from Ancestry.com
 - Instructions for the GSSWI Surname Index including examples
 - GSSWI Surname Input Sheet

Dues

- The Membership Director receives all dues, notes the amount and check number, returns a receipt for cash payments, marks paid on the membership roster, and passes the dues to the Treasurer who endorses checks with the GSSWI stamp and deposits the money. This provides separation of monetary duties.
- The Treasurer or President gives mailed applications, including the dues, to the Director of Membership to follow the above process and Membership then returns the dues to the Treasurer for deposit.

Membership Roster

Maintain a current roster of the membership in EXCEL. This is the “official” roster for the Society and is distributed to the Board. It includes last name, first name, telephone number, address, e-mail address, and Board/committee positions. Membership Rosters are not distributed to the Society unless specifically requested by a member (Feb. 2007 minutes). The “limited list” distributed to members gives only the name for those indicating they want information withheld.

Attendance Records

Maintain a current record of attendance at each Society meeting, both the guest sign-in sheet and the membership sign-in sheet.

Membership applications & Member Surveys

- There will be one standardized membership form, on the website, on brochures, and available at meetings.
- The Director will maintain the file of membership applications. Member Survey Coordinator will keep the file of Member Surveys.

Nametags

- Ensure each member has an accurate nametag with legible names
- Distribute nametags before each meeting and collect them after the social period is over.
- Provide blank nametags for guests at the guest and membership tables. The Printer Custodian has a template and will print member & guest name tags as necessary.

Notifications to membership

From the roster, develop and keep current a Society distribution list for use in sending out the newsletter and notifications. This is the “official” distribution list for the Society and will be used for all Society e-mail distributions. Board members who want to distribute something to the Society will e-mail it to the Director of Membership for distribution. Read the GSSWI Communication Policy and try to keep the number of notices to a minimum.

Newsletter

After receiving the newsletter electronic file, distribute it to the membership. The custodian of the Society printer will print and mail newsletters to other genealogical organizations and repositories as the Board determines.

At the end of the year

E-mail files for the Membership Roster, Attendance Chart, GSSWI Brochure, Visitor information, and the New-Member Folder to the Director of Archives for storage in the GSSWI Permanent Records.

Focus on our Board: Membership

Current Directors: Beryl Miller and Leslie Shotwell

We are perhaps one of the more visible board positions since we are the ones behind the table where you check in and get your name tags each month. Besides being in charge of the members who greet our visitors at each meeting, this position is responsible for recording member's attendance, collecting dues, keeping our membership roster current and assisting people with membership applications and the Annual Experience & Interest Assessments. We also hand out special materials created for our visitors and new members to help them better understand our society and introduce them to genealogy.

Since we are the official holders of the membership roster, we are in charge of electronically sending the newsletter out to members each month. We also e-mail meeting reminders to every member as well as information on special events or special offers of potential interest to members. (Please note that these e-mail messages are sent out as blind copies in order to protect your e-mail addresses.) We also hold all the members nametags between meetings. Please note: if you have a change of address, phone or e-mail please contact us with the updated information.

Should you want to contact another member in the society please contact one of our board members to get the information you need. Their phone numbers are on each newsletter and their information can also be found on our website: www.rootsweb/~wagsswi

We want to welcome all our new members and all returning members to our 2007/2008 year. We encourage you to spread the word about our society to friends and neighbors. You can pick up a brochure to give away to interested parties when you check in at the next meeting.

From the 2007-2008 GSSWI newsletter

List for Greeters

	Clinton		
Kimbell	Peggy & John	S Bailey Road	Clinton
Kriefall	Mary Sue	Cultus Bay Road	Clinton
Baxter	Dulca & Tom	Denali Way	Clinton
Goodwin	Ada	Formerly Lane	Clinton
Howes	Barbara	Humphrey Road	Clinton
Shemet	LaVerne	S. Simmons Dr	Clinton
Jhanson	Denise	Sunnyside Circle	Clinton
Wright	Ann & Dave	Sunset Hill Drive	Clinton
Hossfeld	Lynne	Tanner View Drive	Clinton
Jacobs	Georgene	Toma Lane	Clinton
Bliss	Bonnie	Whidbey Dr	Clinton
Cornelius	Marg		Clinton
	Coupeville		
Louden	Paul	Deneboom Road	Coupeville
Boyer	Ronald	Kineth Point	Coupeville
Wright	Marilynn & Mel	Kineth Point Place	Coupeville
Schwarzmann	Diane & Stephen	NE Parker RD	Coupeville
Snyder	Frankie	Race Road	Coupeville
Seefeld	Ralph & Susan	Russell Drive	Coupeville
Martin	Janice	S. Fircrest	Coupeville
Richardson	Donald	Susan St.	Coupeville
Mueller	Janice	W Nature Lane	Coupeville
Case	Jerry & Judith		Coupeville
Cienki	John		Coupeville
Rodden	Stephanie		Coupeville
Young	Margaret		Coupeville
	Edmonds		
Ripley	Carol	2nd Ave N #2F	Edmonds
	Freeland		
Dahlen	Nancy	Freeland Ave #4	Freeland
Holmes	Anne	Starview Court	Freeland
Jobes	Nancy	Carie Lane	Freeland
DeWolfe	Harriet	E Crow's Nest Dr.	Freeland
Sears	Bonnie	E. Shore Ave	Freeland
Davidson	Lenora	Reindeer Road	Freeland
Randall	Martha & Lewis	S. Bercot Rd.	Freeland
Murphy	Jenanne	Scurlock Road	Freeland
Helley	Sue	Shipping View Drive	Freeland
Bakos	Beverly	Susana Drive	Freeland
Arnold	Charlene		Freeland
Barb	Billie		Freeland
Dowsley	Beth		Freeland
Kleparek	James		Freeland
Kleparek	Lois		Freeland
Lindsey	Virginia		Freeland

Genealogical Society of South Whidbey Island



The members of the Genealogical Society of South Whidbey Island are pleased to have you as a guest today. We hope you enjoy today's program and find the information presented helpful. Please join us for refreshments and conversation after the meeting.

If genealogy is new to you, you may initially find some of the terminology confusing but as you continue your research you will become more familiar and comfortable with the various terms used in family history research. You'll find our members are more than willing to help you get started so feel free to ask them questions.

Our organization was formed in 1993 to promote the pursuit of family history through genealogical research. We meet at 1 p.m. on the second Monday of the month at Trinity Lutheran Church annex from September through June. You are welcome to access our website which is full of helpful information. Visit us at www.rootsweb.com/~wagsswi.

Our policy is to allow you to visit two meetings at no cost to you. After that we encourage you to become a member of our society. We have monthly programs on topics specific to genealogy from September thru June. Other benefits of membership include use of our library, a packet with information on the society and help on beginning genealogy research, our education program where you can learn the basics of how to do genealogical research, and interaction with other members who have genealogical expertise and those from our databases who are researching the same areas. We have monthly field trips to local repositories of genealogical information, an informative newsletter containing upcoming events and interesting articles, and information on genealogical standards as well as suggestions for genealogical software and organization techniques. Our dues are currently \$15 for a single member, \$25 for a family living at the same address.

Programs	Field Trips (Tuesdays)
Sep10 – Meet & Greet (<i>no speaker</i>)	Monday Sep 24 Fiske Library
Oct 8 - Margaret Robe Summit <i>Overcoming Brick Walls: A Case Study</i>	Oct 23 NARA or Seattle Genealogical Society
Nov 12 – Tom Laurenson <i>Scottish Migration & the Push-Pull Theory</i>	Nov 27 Seattle Public Library
Dec 10 – Society Members <i>Useful Software Add-ons</i> & potluck	No field trip
Jan 14 – Christina Baldwin <i>Telling Your Genealogical Story</i>	Jan 22 Suzzallo & Allen Libraries
Feb 11 – Gary Zimmerman <i>The Counties of England and Wales</i>	Feb 26 Bellevue Family History Center
Mar 10 – Lethene Parks (topic TBD)	Mar25 WA State Lib in Olympia
Apr 14 – Christopher Summitt (topic TBD)	Apr 22 Laura Sparr's Library in Mt. Vernon
May 12 – Bobbi Sandberg (topic TBD)	May 27 Stillaguamish Gen Society Library
Jun 9 – Sarah Thorson Little (topic TBD)	Jun 24 W. WA State Archives in Bellingham

Our education program will be announced soon. It will probably focus on both beginning and intermediate researchers. Again, welcome to our meeting.

Membership Application to the Genealogical Society of South Whidbey Island

Genealogical Society of South Whidbey Island
P.O. Box 1024
Freeland, WA 98249-1024

MEMBERSHIP APPLICATION

Your membership in the Genealogical Society of South Whidbey Island supports education, furthers genealogical research, promotes interest in family history, and the preservation of records.

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ E-MAIL ADDRESS (*): _____

* Required for receipt of the newsletter and notices

PRESENT OR FORMER OCCUPATION: _____

Membership year is from September through August and includes monthly Newsletters:

Single Membership is \$15.00 a year

Family Membership is \$25.00 a year

Enclosed is my check made payable to "**Genealogical Society of South Whidbey Island**"

in the amount of \$ _____

Send membership application along with a check or money order to the address above, or bring it to a regular monthly meeting. We respect your privacy and will not share this information with anyone other than GSSWI members.