

## *Elected Officers:*

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

*People who have held this position:* Billie Barb, Dick Bruya, Harriet DeWolfe, Mary Sue Kriefall, Maureen MacDonald, Joan Peters, Martha Randall, Laura Roetcisoender, Ann Wright, 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, coordinates with the Webmaster to ensure accuracy of information, 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.

### **Since the VP assumes the President's Duties as Necessary, They are Copied Here**

The President presides at meetings of the Society and the Board and is responsible for leadership of the Society. 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 to sign for the Society 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.

### ***Annual Setup***

- If the officers have changed, new signature cards must be signed at the Whidbey Island Bank, where the Society savings, checking, and CD accounts are located. Each of the 4 officers must sign the signature cards; the Secretary signs to affirm the other officers, who have signature authority. Officers should go to the Financial Services Rep to the left inside the door of the Freeland branch to do this. Take your driver's license for identification.
- Notify the Freeland post office if the President and/or Treasurer have changed. It is necessary to give them a copy of the minutes or newsletter listing the newly elected officers. The Treasurer and President must show them 2 pieces of ID (see the notice in the President's book).
- Coordinate with the Treasurer on how to share picking-up the mail.
- File IRS form 990-N, electronic Notice (e-Postcard) by Jan. 15<sup>th</sup>; explanations are in the President's Book.
- Ensure the Treasurer completes the annual "Nonprofit Corporation Annual Report" mailed to us from the Secretary of State's office and send them the \$10 filing fee.
- Prepare an outline of the agenda(s) you plan to use for Board meetings and give a copy to the Board.

### ***Communication:***

- Articles from the President in the newsletter provide good communication to the general membership e.g. at the beginning, end, and in the middle of the term.
- Remind Board members several days in advance of Board and special meetings and send them the agenda. Note those who cannot attend. A pre-meeting e-mail can share upcoming issues with the Board so that they can be thinking about their position before the meeting. It's a good way to share information without taking up meeting time.

### ***Meeting Locations:***

- Society meetings are held September through June.

- Board meetings are held all year. The July and August meetings combine both outgoing and incoming Boards for turnover and planning purposes. The incoming Board takes over in September.
- Reserve Trinity Lutheran Church facilities with Robin Edgeman ( [robin@trinityfreeland.org](mailto:robin@trinityfreeland.org)) or (360-331-5191). It is not necessary to lock up after our meetings. Note the office is open Tuesday- Friday from 9 am - 3 pm.
- Another option for Board meetings is the Wells Fargo conference room. Reserve it at 360-331-5400.

### *Meetings*

- Check the Time-critical Actions calendar to ensure everything is done on time.
- Place GSSWI signs on each door to indicate where we meet & remind folks to be quiet.
- Ensure the building temperature is comfortable. Open windows in the chapel to cool it. Controls for chapel heat are located in the back of the room. Controls for Grigware Hall are on the wall to the left of the sink; a probe (above the control) can be used to press for a “3-hour occupancy”.
- Wear the President rosette and your nametag.
- Conduct meetings per the agenda you sent out and the Simplified Meeting Rules. Sample agendas are found in the President’s Book.
- At the Society meetings welcome guests, ensure they are wearing nametags, and have received information to take home. If members are without nametags, direct them to the Membership table. Announce the door-prize drawing.
- If sign-up sheets are to be passed around, have 2 sets of clipboards, one for each side of the aisle.
- Members sitting next to guests at Society meetings will introduce them at the end of the program so other members can chat with them during the social period.
- Ask for help returning folding chairs to the hall racks.
- There are three keys: 1. Trinity Lutheran Church Chapel & Community Building, 2. The post office box (1024), and 3. The safe deposit box (149). The Treasurer has the second set of keys to the boxes. Marilyn Wright has a key to the Chapel & Community Building.
- There are 25 rosettes with the Board positions printed on them. They are to be passed from one Board to the next.
- Three banners and some Styrofoam gravestones are used each year for the Island County Fair and are available for other uses.

### *Safe Deposit Box & Safe*

- President and Treasurer have keys to Safe Deposit Box (#149) at Whidbey Island Bank in Freeland. The box contains:
  - Two notebooks containing a record of steps taken to change the name of the Genealogy Club of South Whidbey Island and establish it as a non-profit, tax-exempt legal status. A table of contents for these notebooks is located in the President’s Job Guidelines.
  - Old papers for a cancelled CD at People’s Bank in Oak Harbor. For convenience of the Treasurer and President, this CD was closed and another one was opened at Whidbey Island Bank in Freeland.
  - The original document of agreement between the GSSWI and the Church of Jesus Christ of Latter-day Saints regarding placement of GSSWI books in the FHC library.
  - Unsigned copy of the Articles of Incorporation of the GSSWI.
  - Old copy of GSSWI Standing Rules that were replaced in 2007.

- Copy of the new Bylaws that were adopted 11 June 1007.
- Award information from the Secretary of State and the Washington State Genealogical Society.
- Original documents for CDs at Freeland branch of Whidbey Island Bank.
- Doreen and Laura have the following records in their fire-proof safe: paper treasury records (1996-2004), old check copies and check registers that seem to end in about 2003, CD's with the GSSWI newsletters on them going way back, a CD with Board Minutes and Treasury files (i.e. Quicken files) dated 1999-2006. They have offered their safe merely as a means for the society to avoid getting a larger safe deposit box.

#### ***Post Office Box:***

- President and Treasurer have keys to the PO Box at Freeland (#1024). Present 2 pieces of ID and minutes or newsletter listing the names of President and Treasurer at the Post Office.
- Coordinate with the Treasurer on checking it regularly.
- Forward all mail pertinent to the newsletter to the Director of Publications.
- Allow the Director of Membership to receive any applications and dues.

#### ***Bank Accounts at Whidbey Island Bank in Freeland***

- Ensure signature cards are current at the bank(s) for the President, VP, and Treasurer to sign checks and the President and Treasurer to enter the Safe Deposit Box. The Secretary must also sign to corroborate the other officers.
- GSSWI Savings account (see President's Book).
- Checking account (see President's Book).
- CDs (see President's Book).
- GSSWI tax identification number (see President's Book).

#### ***Resources***

- There are Job Guidelines written for each GSSWI position listed below. These are works-in-progress and should be updated and distributed each summer. They are to be used in the position as a check list of responsibilities and by the Nominating Committee to give to potential candidates. They are intended to help anyone stepping into a new position "cold".  
President, VP, Secretary, Treasurer, Archives, Education, Field Trips, Library, Membership, Programs, Publications, Publicity, Volunteers, Nominating Committee, Audit Committee, Printer Custodian, Projector Custodian, Greeter Coordinator, Door Prizes/Raffle, Videographer, Website Manager, and Outreach Committee.
- The President's Book contains guidelines written by several former presidents. Additionally there are two different guides to be passed from president to president:
  1. Management Handbook – A Guide for the Organization and Management of Genealogical Societies, 2000 Edition and
  2. A blue notebook with sections for each Director. This notebook contains Society Strategies from the Federation of Genealogical Societies (FGS).