

# WASHINGTON STATE GENEALOGICAL SOCIETY

## **JOB DESCRIPTION – PRESIDENT**

**PURPOSE:** To preside over any and all business meetings of the Washington State Genealogical Society or its Board of Directors.

**POSITION TYPE:** This is a non-salaried volunteer position elected by members of the society for a two-year term. (Bylaws, Art. IV)

### **QUALIFICATIONS:**

1. Should have served on the Board of Directors for at least three years prior to election and maintain a current membership in the society.
2. Should have served as President of a local genealogical society in the State of Washington.
3. Must be willing to attend any and all business meetings of the society at any location in the state.
4. Should have a basic knowledge of parliamentary procedure.
5. Should be familiar with the major genealogical research facilities in the State of Washington.
6. Should be familiar with the use of the internet and e-mail.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform the duties prescribed in the Bylaws (Art. IV, sec. B).
2. See that a meeting place for any and all meetings of the society, its board, or its executive committee are arranged at least six weeks in advance.
3. Prepare an agenda for any and all meetings of the society, its board, or its executive committee and distribute it to all board members at least two weeks in advance.
4. Preside over any and all meetings of the society, its board, or its executive committee with impartiality, allowing adequate discussion, deliberation, and debate prior to voting on any matter.
5. Refrain from voting on any consideration brought before the society, its board, or executive committee.
6. Willing and prepared to represent the society as its figurehead to other organizations.
7. Seek and appoint chairpersons and committee members to serve on the various committees of the society.
8. Maintain open communication with all board members via e-mail, letters, phone calls, and/or personal contact.
9. Refrain from making disparaging personal comments about the society and/or any of its officers or committee members.
10. Encourage and thank all members of the board of directors and committee members for their volunteer work in the society.

## **JOB DESCRIPTION – VICE PRESIDENT**

**PURPOSE:** The Vice President position provides support for the President of the Society. In the case that 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 the Region Representatives, Societies, and the WSGS President and board, helping to facilitate communications between those Reps and the societies in their regions.

**POSITION TYPE:** This is a non-salaried volunteer position elected by members, or appointed by the President.

### **QUALIFICATIONS:**

1. Good communications skills
2. Knowledge of the internet and use of email
3. Ability to attend board meetings and the meeting

### **DUTIES AND RESPONSIBILITIES:**

1. Assist the President in administrative duties.
2. Perform the duties of the President in the absence of that officer.
3. Act as liaison between the Regional Representatives and the Executive Committee.
4. Initiate or facilitate correspondence between the Regional Representatives and the Newsletter Editor.

## **JOB DESCRIPTION – SECRETARY**

**PURPOSE:** To record minutes at all business meetings of the Washington State Genealogical Society.

**POSITION TYPE:** This is a non-salaried volunteer position elected by members of the society for a two-year term.

### **QUALIFICATIONS:**

1. Must be able to attend any and all business meetings of the society at any location in the state.
2. Should have a basic understanding of good grammar and sentence structure.
3. Should have computer skills, including word processing and access to the internet for communicating via e-mail.

### **DUTIES AND RESPONSIBILITIES:**

1. To preserve all minutes and reports.
2. To provide all members of the Board of Directors with a copy of the minutes within two (2) weeks following the meeting.
4. Maintain the official documents, including the bylaws, standing rules and informational flyer. This includes keeping the documents up-to-date with any changes made by the Board or general membership.
5. Bring to each meeting the minutes book, bylaws, standing rules, a list of committees and their membership.

## **JOB DESCRIPTION – TREASURER**

**PURPOSE:** To manage WSGS financial matters under the direction of the President, Executive Committee and Board of Directors.

**POSITION TYPE:** This is a non-salaried volunteer position elected by the society members for a two-year term as an officer of the society. (Bylaws, Art. IV, Sec. 1, subsec. A.)

### **QUALIFICATIONS:**

1. Shall have been a member of WSGS for at least the immediate past year and be a current member (Bylaws, Art. IV, Sec. 1, subsec. A).
2. Be willing to attend meetings of the WSGS Board and Executive Committee, and to use past experience and expertise to assist in the decision making process needed for effective management of the Society.
3. Computer competent in use of word processing software and Internet electronic mail operations.
4. Computer competent in use of spreadsheet, database and money-management software. Quicken is the money-management software in use by the current Treasurer.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform the duties prescribed by the Bylaws and Standing Rules. (Bylaws, Art. IV, Sec. 4, subsec. A.1.)
2. Serve as a member of the Board of Directors and the Executive Committee. (Bylaws, Art. V, and Art. VI.)
3. As a member of the Executive Committee:
  - A. Assist the President in carrying out the goals of the Society and in making decisions on WSGS business requiring immediate action. Such actions must be ratified at the next Board meeting. (Bylaws, Art VI, Sec. 1, subsec. A and subsec. B.)
  - B. Advise the Executive Committee and vote on requests to authorize unbudgeted expenditures in excess of \$1,000.00. (Bylaws, Art VI, Sec. 1, subsec. D.)
  - C. Confer with the Society Officers and vote for or against declaring a Society position vacant and appointing a replacement to fill the vacancy. (Bylaws, Art IV, Sec. 4, subsec. A.4.)
  - D. Advise the Executive Committee and vote on requests for complimentary memberships for any member society to use as a door prize. (Standing Rules, Art. 4, Sec. 1.)
4. Report on financial activities at each Annual Meeting and Board meeting. (Bylaws, Art. IV, Sec. 4, subsec. A.2.)
5. Collect and record all dues and other funds received by the Society. (Bylaws, Art. IV, Sec. 4, subsec. E.1.) Process funds received to the WSGS bank accounts. Funds are commonly received from the Corresponding Secretary, Membership Committee, sales of Pioneer Certificates and annual conference host society committees.
6. Pay all bill as per approved budgeted amounts or as authorized by the Board of Directors. (Bylaws, Art. IV, Sec. 4, subsec. E.2.)
  - A. Make payments of bills and reimbursements of expenses from WSGS accounts based on expense vouchers and associated documentation.
  - B. Obtain a second signature from the President or Vice President on checks for amounts exceeding \$500. (Standing Rules, Art. 3, Sec. 1.)
7. Keep an accurate record of all receipts and expenditures. (Bylaws, Art. IV, Sec. 4, subsec. E.3.) Use money-management software.
8. Coordinate certificate-of-deposit (CD) transactions with the bank, and advise the Board of the need for any significant reductions/withdrawals from the CDs.

9. Provide financial reports to the Board, committees and society members when requested or as required. (Bylaws, Art. IV, Sec. 4, subsec. E.4.)
10. Submit a written report to the general membership at the Annual meeting. (Bylaws, Art. IV, Sec. 4, subsec. E.5.) In addition to the “year-to-date” reports, provide an Income & Expense Report for the previous fiscal year.
11. Prepare the annual budget for submission to the Board, and upon approval, to the society membership at the Annual Meeting. (Bylaws, Art. IV, Sec. 4, subsec. E.6.)
12. Pay annual WSGS membership dues in the National Genealogical Society and Federation of Genealogical Societies. (Standing Rules, Art 4, Sec. 2.)
13. Coordinate financial transaction procedures with the society hosting the WSGS Conference and Annual Meeting.
14. Submit appropriate IRS and state tax forms when required.
15. Submit the corporate annual report to the Corporations Division of the Secretary of State’s office of the state of Washington.
16. Advise and request direction from the Board or Executive Committee concerning any questionable expenditures.

## **JOB DESCRIPTION – EDUCATION CHAIR**

**PURPOSE:** To support existing local societies and initiate the founding of new Washington State genealogical societies. (Standing Rules, Art. 2, F)

**POSITION TYPE:** This is a non-salaried volunteer position appointed by the President of the society on an annual basis (By-Laws, Art. IV, B, 3)

### **QUALIFICATIONS:**

1. Should have served on the Board of Directors of a local genealogical society for at least three year.
2. Should be willing to attend meetings of the Board of Directors of WSGS.
3. Should have an understanding of needs and concerns of society leaders in the management of local genealogical societies.

### **DUTIES AND RESPONSIBILITIES:**

1. Gather a committee of volunteers to assist in completion of tasks.
2. Maintain communication with committee members with regard to tasks, meeting dates and places, and requests from the Board of Directors of WSGS.
3. Attend meetings of the Board of Directors of WSGS, reporting progress on tasks.
4. Be involved with needs assessment of WSGS with an emphasis on improving ease of access to resources for local society management. Help identify educational needs and create task plans to address those needs.
5. Be willing to assist region representatives in working with local societies in their area by providing them with necessary educational tools.
6. Be willing to assist a local society who requests help in improvement of society management or the establishment of a new society or delegate such requests to another qualified member of the Board of Directors who can address the need.

## **JOB DESCRIPTION – HISTORIAN**

**PURPOSE:** To record and preserve a historical record of the Washington State Genealogical Society by gathering photos, brochures, notes, conference syllabus and any other ephemera pertaining to organizational activities and storing them in such way to protect them for future reference.

**POSITION TYPE:** This is a non-salaried volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Should be able to attend any and all business meetings of the society at any location in the state.
2. Must be able to collect and preserve historical documents of the society.
3. Must be able to use a camera.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain a current scrapbook of society news, activities, and achievements and make it available at the annual meeting.
2. Take or arrange for photographs of newly appointed or elected Board members, Board and annual meetings, and WSGS Conference.
3. Annually write a comprehensive historical report of WSGS activities and make copies available for distribution at the WSGS conference and annual meeting.

## **JOB DESCRIPTION – CONFERENCE LIAISON**

**PURPOSE:** To assist the conference host society in knowing and using the conference guidelines, especially in the categories of national speakers and their fees, the facility, the date, and the assurance of time being available for the annual State Society meeting.

**POSITION TYPE:** This is a non-salaried, volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Should be able to attend any and all business meetings of the society at any location in the state.
2. Must be familiar with organizing a state conference and the WSGS conference guidelines.
3. Must be able to communicate in a timely manner with Board members and the conference host society.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist the conference host society in using the WSGS conference guidelines. The guidelines include, but are not limited to, who signs the contracts; how the finances are handled; suggested committees, with a timeline for them; samples of speaker contracts, financial forms, syllabus content, and speaker schedules.
2. Establish a conduit and act as liaison between the WSGS and hosting societies via attendance at meetings, email correspondence, and telephone calls.
3. Obtain hosting societies in advance, so that at least three annual conference committees are in process every year, and are planned to be held on the east and west sides of the state on alternating years.

## **JOB DESCRIPTION – WEBMASTER**

**PURPOSE:** To design and maintain the Washington State Genealogical Society's website. Decisions as to the content of the website are made by the Board of Directors. Direction is given to the webmaster. The WSGS website is the property of the society, not the webmaster.

**POSITION TYPE:** This is a non-salaried, volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

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

### **DUTIES AND RESPONSIBILITIES:**

1. Design and maintain the WSGS website.
2. Place content on the website at the direction of the Board of Directors.
3. Keep the information up to date for the individual pages including, but not limited to:
  - a. Board of Directors
  - b. Projects and Publications
  - c. Genealogical research links in Washington State
  - d. Resources for Genealogical Societies
  - e. Listing of Genealogical Societies in Washington
  - f. Genealogical events calendar
  - g. Society Volunteer Awards
  - h. Membership Application Form

## **JOB DESCRIPTION – MEMBERSHIP CHAIRMAN**

**PURPOSE:** To keep track of individual and organizational members of the society and to provide information about them to the board and membership.

**POSITION TYPE:** This is a non-salaried, volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Must have good computer skills and knowledge of word processing and database management.
2. Must be able to maintain membership records both in printed and computerized formats.
3. Should be able to access Internet resources for zip codes and websites of member organizations.
4. Must be able to communicate in a timely manner with Board members and the general membership.

### **DUTIES AND RESPONSIBILITIES:**

1. Produce mailing labels upon request for society publications and for conference brochures.
2. Provide membership lists as needed in printed or electronic format.
3. Prepare specialized lists by region or any needed subcategory of members.
4. Contact members by e-mail, postcard, or letter regarding renewals or problems.
5. Respond to inquiries from membership and the general public.

## **JOB DESCRIPTION - NEWSLETTER EDITOR**

**PURPOSE:** To produce and distribute a bimonthly newsletter to members of the Washington State Genealogical Society.

**POSITION TYPE:** This is a non-salaried volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Must have reasonably good computer skills.
2. Should have a basic understanding of good grammar and sentence structure.
3. Should be able to utilize the resources of the Internet.
4. Should be proficient in word processing or other formats for producing a newsletter.

### **DUTIES AND RESPONSIBILITIES:**

1. Format a 12 page (or more) newsletter
2. Receive written (or email) reports from Regional Representatives
3. Format the information received in #2 so that it can be distributed to members
4. Material should inform the reader of:
  - Region of the state
  - Name of Society
  - Dates and descriptions of scheduled programs or events
  - Contact information (if necessary)
5. Publish a message from the WSGS President for each issue
6. Publish a listing of Upcoming Events to inform members of seminars and conferences scheduled, date of the event, sponsoring society, name of the speaker(s), topic(s) to be discussed, location of event, price of event and contact information.
7. Other publications as directed by the WSGS President or WSGS Board of Directors.
8. To gather genealogically related articles and information of genealogical relevance for inclusion in a bimonthly newsletter.
9. To publish information as designated by the Board of Directors.
10. To print or otherwise publish a completed newsletter, ready for mailing or emailing as appropriate.
11. Fold, seal and label the newsletter ready for mailing.
12. Arrange for transport of the completed newsletters to a designated person in the Olympia area for mailing.

## **JOB DESCRIPTION - PIONEER CERTIFICATE CHAIR**

**PURPOSE:** To receive and process the applications for a Pioneer or First Citizen Certificate.

**POSITION TYPE:** This is a non-salaried volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Be willing to attend meetings of the WSGS Board.
2. Must have reasonably good computer skills.
3. Should have reasonably good research skills.
4. Should be proficient in software programs necessary to maintain the application database and print the certificates.

## **DUTIES AND RESPONSIBILITIES:**

1. Receive an application. After receiving an application for either type of certificate, check the already published books to see if that person has been submitted before.
  - a. If they had been submitted, then that is considered an add-on and they only need proof from anyone who has already been issued a certificate.
  - b. If this is a new application, then all the proofs submitted have to be checked to see if each generation connects to the previous one, back to the Pioneer/First Citizen, and then check the proof that the person was in the state prior to 11 Nov 1889 (for a Pioneer Cert or 31 Dec 1900 for a First Citizen Certificate)
  - c. If all the proof is there, then proceed to processing the application. If further work has to be done, then contact the applicant to get any other data as needed.
2. Process an application.
  - a. Enter the data from the application into a word processing program in the same format as the previous books. The data may be kept in individual files for each Pioneer/First Citizen, or in a continuous alphabetical file.
  - b. Ensure that the right amount has been sent to cover our costs
  - c. Print the Certificate, either by hand writing or by computer.
  - d. Put a certificate number on the bottom of the certificate and sign it. Keep a journal of all assigned numbers and use a one up numbering system. In this journal keep the Pioneer's /First Citizen's name, the recipient's name and the address of the applicant.
  - e. Mail the certificate(s) to the applicant.
  - f. Send the check to the treasurer
  - g. Keep the applications in a box, in alphabetical order, until such time as we either print another book or publish them some other way.
  - h. After publishing the applications, then send/take them to the Washington State archives, to be forwarded to Olympia archives to be placed with the boxes of applications they already have.

## **JOB DESCRIPTION - REGION REPRESENTATIVE**

**PURPOSE:** To facilitate communication between WSGS Board of Directors and WSGS regional genealogical societies.

**POSITION TYPE:** This is a non-salaried, volunteer position elected by regional members for a two-year term.

## **QUALIFICATIONS:**

1. Be willing to attend meetings of the WSGS Board.
2. Be able to travel to attend any and all business meetings of the society at any location in Washington State. Board meetings and the annual conference often requires overnight accommodations and weekday travel and/or meetings.
3. Be able to travel the distances involved to attend local society meetings within their region, with the goal of at least one visit per society per year, and more often if possible.
4. Should have reasonably good computer skills and internet access to communicate by e-mail.

## **DUTIES AND RESPONSIBILITIES:**

1. Perform the duties prescribed by the Bylaws and Standing Rules.
2. Attend all Board of Directors and general membership meetings to represent the members of their respective region.
3. Communicate on a regular basis with member societies within their assigned region.
4. Prepare a written report for each issue of the bi-monthly Newsletter, for the Board of Directors and for the Annual Meeting, which includes a listing of the activities, concerns and interests in their respective regions. Reports should include future meetings and calendar of events. The Annual Report should highlight the past years accomplishments and goals.
5. Keep an open communication line with the Vice-President concerning all activities, projects, problems and interests within their respective regions.
6. Provides assistance with local societies within their respective regions.
7. Assists in the formation of new societies within their respective regions.
8. Attends local society meetings in their regions and reports on the activities of WSGS.
9. Submits written reports to those listed in #4 above about seven days in advance of meetings, and in time for the newsletter deadlines.
10. May be a member of the Education Committee to assist, as necessary, the Education Chair and Committee.
11. May facilitate workshops and/or local meetings by arranging speakers, if requested.
12. Promotes the WSGS Pioneer Certificate Program.
13. Keeps current a display board highlighting the mission of WSGS with WSGS brochures, website samples, Pioneer Certificate samples and other program materials.
14. Works with the WSGS webmaster to ensure that all upcoming activities are posted on the WSGS website.
15. Is aware when local societies hold elections and ensures that the names, addresses, etc of those elected are provided to the editor of the newsletter and other committees as requested.
16. Promotes both societal and individual memberships in WSGS.
17. Works with the Project Chair of the Washington State Resource Guide in finding/maintaining a local volunteer to keep up-to-date information posted on the WSGS website.
18. Recruit speakers from your region's societies for inclusion in the WSGS Speaker's List maintained on the WSGS website.

## **JOB DESCRIPTION - RESOURCE GUIDE PROJECT MANAGER**

**PURPOSE:** To update the Washington State Genealogical Resource Guide for each county in the state of Washington, under the direction of the President.

**POSITION TYPE:** This is a non-salaried volunteer position, appointed by the President and approved by the Executive Committee as chair of a special committee, in accordance with WSGS Standing Rules, Article 2, Section 2.

### **QUALIFICATIONS:**

1. Be willing to attend meetings, if requested by the President. (Standing Rules, Art. 2, Sec. 2.)
2. Computer competent in use of word processing software and Internet electronic mail operations.

### **DUTIES AND RESPONSIBILITIES:**

1. Recruit local societies or individual volunteers to review, update and administer the county Resource Guides, preferably for the county in which they reside. Regional Representatives may be able to help with recruiting.
2. Provide instructions and training to the volunteer county Administrator concerning the content and formatting of the Resource Guides.
3. Review updated Resource Guides submitted by county Administrators to ensure they meet the desired format standards.
4. Coordinate with the WSGS Webmaster for insertion of Resource Guide updates to the WSGS website.
5. Maintain records showing the date when each Resource Guide was updated and contact information about the county Administrator who performed the update.
6. Draft letters to county Administrators and other volunteers, and forward them to the President for signature, expressing appreciation for their efforts on completed updates.
7. Submit progress reports to the WSGS Board ([WSGS-BOARD@rootsweb.com](mailto:WSGS-BOARD@rootsweb.com)) not later than one week prior to the Annual meeting and each Board meeting.

### **JOB DESCRIPTION - RESOURCE GUIDE PROJECT COUNTY ADMINISTRATOR**

**PURPOSE:** To update the Washington State Genealogical Resource Guide for the assigned county in the state of Washington, under the supervision of the Resource Guide Project Manager.

**POSITION TYPE:** This is a non-salaried volunteer position, recruited by the Resource Guide Project Manager.

### **QUALIFICATIONS:**

1. Computer competent in use of word processing software and Internet electronic mail operations.
2. Be familiar with resources within the assigned county.

### **DUTIES AND RESPONSIBILITIES:**

1. Review the Resource Guide for the assigned county.
2. Recruit assistants to do verification and updating of reasonably sized portions of the Resource Guide. The Guides are extensive, but can be easily broken into segments so no one is overloaded with the project.
3. Review and update the historical and physical description of the assigned county.
4. Verify the contact information for the resource organization listed in the Guide.
5. Check catalogs and other sources to identify newly published or acquired publications to be added to the Selective Bibliography portion of the Resource Guide. Sources which may be useful include:
  - A. Local public libraries, Washington State Library and Library of Congress catalogs.
  - B. Local genealogical, historical, fraternal and ethnic organizations.
  - C. The Washington State Archives and appropriate regional archives centers catalogs.
  - D. Heritage Quest Online or Ancestry Online, if available through the public library.
6. Submit updates to the Resource Guide Project Manager for review and insertion to the WSGS website.

## **JOB DESCRIPTION – RECOGNITION COMMITTEE CHAIR**

**PURPOSE:** To manage the Washington State Genealogical Society's Outstanding Volunteer Recognition Awards program and to provide certificates of appreciation and other awards as directed by the Board.

**POSITION TYPE:** This is a non-salaried volunteer position appointed by the WSGS President.

### **QUALIFICATIONS:**

1. Should be able to attend all business meetings and board retreats of the society at any location in the state.
2. Must be proficient in computer word processing and other formats for producing award certificates and award recaps.
3. Must be able to communicate with others using electronic and postal systems.

### **DUTIES AND RESPONSIBILITIES:**

1. Outstanding Volunteer Recognition Awards:
  - A. Establish a deadline for organizations to submit their Outstanding Volunteer selections to the Recognition Committee. The deadline should be about 30 days prior to the next WSGS Annual Meeting and Conference.
  - B. Six months prior to the next WSGS Conference, send a notice to all genealogical societies and other selected organizations, such as HQRL and Fiske Genealogical Foundation, encouraging them to participate in the WSGS Outstanding Volunteer Recognition Awards program.
  - C. Produce certificates in draft form as submissions are received and return a copy to the organization for proofing. The final certificates, in 3 copies, will be signed by the WSGS President before the annual meeting. One copy is for presentation to the honored volunteer, one for the submitting organization's files, and one for WSGS archives.
  - D. Compile the certificate write-ups, without photographs, to be posted on the WSGS website, and include the new recipients in the online indexes. Also update the online introduction pages to show the deadline for the next year.
  - E. Compile abbreviated write-ups, without photos, for publication with or in the WSGS Newsletter following the conference.
2. Certificates of Appreciation: Produce certificates of appreciation honoring:
  - A. The work of members of the WSGS Board when they change positions or retire from the Board.
  - B. The work of the organization hosting the WSGS Annual Meeting and Conference.
  - C. Other individuals and organizations, as directed by the Board.
3. Ensure a copy of all certificates produced by the committee is forwarded for archiving in the WSGS permanent files.