

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 asset inventory list showing location and 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 are able to approve non-budgeted expenditures under \$35.00; they assume office at the beginning of the fiscal year but overlap with the prior board for summer orientation and planning. 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 found in the Bylaws.

Elected Officers:

President

People who have held this position: Laura Roetcisoender, Maureen MacDonald, Kate LeBaron, Bev Bakos, Mary Sue Kriefall, Bob Richardson.

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.

Vice President (VP)

People who have held this position: Mary Sue Kriefall, Laura Roetcisoender, Maureen MacDonald, Barbara Vogelsberg, Kate LeBaron, Bob Richardson.

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.

Secretary

People who have held this position: Bob Richardson, Judy Simon.

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

Treasurer

People who have held this position: Dulca Bailey, Mary Sue Kriefall, Doreen Johnson.

The Treasurer is responsible for 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, and forwards them to the Archivist 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 2006 for the check register, property inventory list, and reports; checks are hand-written.

Directors:

Archives Director

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

The Director of Archives promotes and maintains a databases of surnames and geographic locations being researched by members, identifies Island County genealogical records and assists in making them available to researchers, researches GSSWI archives for outside requests, provides storage for GSSWI records, and prepares budget requirements.

- Prepares budget requirements for submittal to the Board each year.

Education Director

People who have held this position: Doreen Johnson, Dulca Bailey, Mary Sue Kriefall, Maureen MacDonald, Laura Roetcisoender.

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, interest groups, mentoring, research 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. Some suggestions might be: 1) several classes at the same time dealing with things like-newbie material, computers, going over material to prepare for upcoming speakers or field trips, 2) covering other societies' meetings or workshops. 3) Interest groups or mentoring. Since general genealogical research has changed so much, we need to be flexible to meet the needs of the members. The Director coordinates requests from outside the Society for genealogical education and information and is responsible for preserving GSSWI educational materials. The Director of Education submits any educational budget requirements to the Board. .

Field Trips Director

People who have held this position: Maureen MacDonald, Mary Sue Kriefall, Cheryl Carlson.

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.

Library Director

People who have held this position: Maureen MacDonald.

The Library director is responsible for Society library materials. This includes organizing the materials, maintaining an annual inventory, monitoring use by members, and publicizing the Society's books, magazines, videos, CDs pamphlets, etc. Books lists are kept both in paper copies and on the GSSWI website for "circulating books", videos, CDs, and "books on loan" to the Family History Center at the LDS Church on Maxwellton Road. Materials from the circulating library are displayed at meetings for checkout by members.

Membership Director

People who have held this position: Cheryl Carlson, Ed and Jo Meador, Judy Simon, Pat Johnston, Doreen Johnson

The Membership Director is in charge of greeting guests and new members at each meeting. The Director maintains the current roster of Society members and provides updated copies to the

Board. This roster enables the newsletter and notifications to be sent to each member e.g. invitations to each meeting and messages prepared by others as well as program, education, and field-trip information. The Director maintains a record of attendance at each meeting and assists with membership applications. Membership distributes “new-member” information, collects dues (for segregation of duties) and passes them to the Treasurer. Visitors are given information about our GSSWI. The Director is responsible for members’ nametags that are to be worn at each meeting. Bonnie Sears is honored with a Lifetime Membership in the GSSWI.

Programs Director

People who have held this position: Jerry Case, Peggy Kimbell, Barbara Vogelsberg, Maureen MacDonald, Laura Roetcisoender, Stephanie Rodden

The Director of Programs plans, schedules, and coordinates all Society programs for the ten general sessions of the Society, including reimbursement fees. The Director prepares budget requirements for submittal to the Board each year.

Publications Director

People who have held this position: Doreen Johnson, Dave Flomerfelt, Laura Roetcisoender, Cameron Chandler, Dulca Bailey

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 news, to announce upcoming seminars, special programs, trips, etc. The Director collects articles, edits, proofreads, and electronically sends the finalized newsletter to the Membership Director for distribution. Because 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.

Publicity Director

People who have held this position: Peggy Kimbell, Jan Martin, Laura Roetcisoender

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 Coupeville Examiner, and the Everett Herald. It includes updating local telephone directories to include the Society under “Clubs and Organizations.” The Publicity Director distributes Society brochures and flyers to bulletin boards in public places on South 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

People who have held this position: Marilyn & Mel Wright.

The Director of Volunteers is responsible for keeping a file of members interests, coordinating their participation in the various Society activities, and the history of volunteer participation. The Director makes names from the annual volunteer survey available to the appropriate Board members and committee chairs and coordinates recognition of outstanding contributions.

Committees

Standing Committees:

Nominating Committee

People who have held this position: Mary Sue Kriefall, Maureen MacDonald, Ralph Seefeld.

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.

Audit Committee

People who have held this position: Mary Sue Kriefall, Dulca Bailey Marilynn & Mel Wright, Jan Martin.

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 to the Board and Membership at the October meetings. The Secretary and the Treasurer retain copies of the audit reports. Members of the Audit Committees 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

People who have held this position: Laura Roetcisoender.

The Outreach committee is responsible for a display at the Freeland Library as a means of advertising society activities and supplying 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.

Webmaster

People who have held this position: Jerry Case, Bob Richardson, Doreen Johnson.

The Webmaster is appointed by the Board to maintain the GSSWI web site. The Webmaster need not be a member of the Society but will maintain the Web Site to reflect the current operations of the Society. On behalf of the Board, the VP will coordinate all changes to the Website and the Webmaster will accept input only from the VP.

Seminar Committee

People who have held this position: Laura Roetcisoender, Maureen MacDonald.

Typically GSSWI hosts a one-day seminar put on by a reputable genealogist. The chairperson is appointed by the Board to coordinate this event and temporarily report to the Board. A budget is established and the Treasurer handles all funds to ensure appropriate accountability and is an automatic member of the Seminar Committee (6/26/06). 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

People who have held this position: Jean Maesner, Doreen Johnson.

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.

Fundraising - Door Prizes

People who have held this position: Trevor Arnold.

The purpose of this position is to secure funds that are in addition to dues income. There must be clearly defined objectives before implementing any fund raising. The Treasurer will handle all funds to ensure appropriate accountability.