Washington State Genealogical Society
1901 S 12th Ave, Union Gap, WA 98903-1256

Board of Directors Job Descriptions

(Last updated 25 Sep 2023)

EXECUTIVE COMMITTEE

The elected officers of the Society shall be President, Vice President, Secretary and Treasurer, who shall be current members of the Washington State Genealogical Society.

➢ 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.

QUALIFICATIONS:

1. Membership and service in a local genealogical society in the State of Washington is advantageous.
2. Be willing to attend meetings of the WSGS Board, Executive Committee and Annual Business Meeting and to use past experience and expertise to assist in the decision-making process needed for effective management of the society.
3. Willing to obtain a basic knowledge of parliamentary procedure.
4. Should be familiar with the use of the internet, e-mail and virtual meetings.

DUTIES AND RESPONSIBILITIES:

1. Perform the duties prescribed in the Bylaws.
2. See that a meeting place for any and all meetings of the society, its board, and 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, and 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, and its executive committee with impartiality, allowing adequate discussion, with opportunity for input from all board members present prior to voting on any matter.
5. Be willing and prepared to represent the society as its figurehead to other organizations.

6. Seek and appoint chairpersons and committee members to serve on the various committees of the society.
7. Maintain open communication with all board members via e-mail, letters, phone calls, and/or personal contact.
8. Refrain from making disparaging personal comments about the society and/or any of its officers or committee members.
9. Encourage and thank all members of the board of directors and committee members for their volunteer work in the society.

➢ VICE PRESIDENT

PURPOSE: The Vice President position provides support to 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 societies and the WSGS President and board, helping to facilitate communications between the Board and the societies.

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

QUALIFICATIONS:
1. Be willing to attend meetings of the WSGS Board, Executive Committee and Annual Business Meeting and to use past experience and expertise to assist in the decision-making process needed for effective management of the society.
2. Must have good communications skills.
3. Should be familiar with the use of the internet, e-mail and virtual meetings.

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 local societies and the Executive Committee.

➢ 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. Be willing to attend meetings of the WSGS Board, Executive Committee and Annual Business Meeting and to use past experience and expertise to assist in the decision-making process needed for effective management of the society.
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.
4. Should be familiar with the use of the internet, e-mail and virtual meetings.

DUTIES AND RESPONSIBILITIES:
1. Compose the minutes of the meetings of the WSGS Board, Executive Committee and Annual Business Meeting.
2. Preserve all minutes and reports.
3. 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.

QUALIFICATIONS:
1. Shall have been a member of WSGS for at least the immediate past year and be a current member.
2. Be willing to attend meetings of the WSGS Board, Executive Committee and Annual Business Meeting and to use past experience and expertise to assist in the decision-making process needed for effective management of the society.
3. Be computer competent in use of word processing software and electronic mail operations.
4. Be computer competent in use of spreadsheet, database and money-management software.
5. Should be familiar with the use of the internet, e-mail and virtual meetings.

DUTIES AND RESPONSIBILITIES:
1. Perform the duties prescribed by the Bylaws and Standing Rules.
2. Serve as a member of the Board of Directors and the Executive Committee.
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.
   B. Advise the Executive Committee and vote on requests to authorize unbudgeted expenditures in excess of $1,000.
   C. Confer with the society officers and vote for or against declaring a society position vacant and appointing a replacement to fill the vacancy.
4. Report on financial activities at each Annual Meeting and Board meeting.

5. Collect and record all dues and other funds received by the society. 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 bills as per approved budgeted amounts or as authorized by the Board of Directors.
   A. Make payments of bills and reimbursements of expenses from WSGS accounts based on expense vouchers and associated documentation.
7. Keep an accurate record of all receipts and expenditures. 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.
10. Provide fiscal income and expense reports annually, to be posted on the WSGS members only web site.
11. Prepare the annual budget for submission to the Board. Upon Board approval, post in the Members' Only section of the WSGS website.
12. Coordinate financial transaction procedures with the society hosting the WSGS Conference and Annual Meeting.
13. Submit appropriate Annual IRS 90 Form and state tax forms when required.
14. Submit the corporate annual report to the Corporations Division of the Secretary of State's office of the state of Washington.
15. Advise and request direction from the Board or Executive Committee concerning any questionable expenditures.

STANDING COMMITTEES

➢ COMMUNICATIONS CHAIR

PURPOSE: Facilitate communication and information-sharing among WSGS and its members. Chair the Communications Committee which includes the Blog Master and Website Web Manager.

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

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be proficient in computer word processing and Internet design.
4. Must be able to communicate with others using electronic and postal systems.

DUTIES AND RESPONSIBILITIES:
Under development

➢ EDUCATION AND OUTREACH CHAIR

PURPOSE: Support local societies.

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

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Be open to having an understanding of needs and concerns of societies.
4. It would be advantageous to have past service on the WSGS Board and/or service in a local genealogical society and maintain current membership in WSGS.
5. Be aware of the Federation of Genealogical Societies (FGS) management papers which offer help in forming and running of a genealogical society.

DUTIES AND RESPONSIBILITIES:
1. Maintain the WSGS Local Speakers Directory on the WSGS Website.
2. Encourage membership in local societies and WSGS.
3. Assist the WSGS Vice President and Regional Representatives with local society concerns or issues.
4. Share the success of local societies through use of the WSGS Blog, learning by sharing best practices.
5. Act as a resource in founding new local societies.
6. May assist local societies with requests to improve their Internet presence, i.e. website and/or social media.

➢ MEMBERSHIP CHAIR

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

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

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must have good computer skills, knowledge of word processing and database management.
4. Must be able to maintain membership records both in printed and computerized formats.
5. Should be able to access Internet resources for zip codes and websites of member organizations.
6. Provide complimentary WSGS memberships, up to three annually, to local societies at their request for local seminars/conferences.
7. 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 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.

➢ 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. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must have reasonably good computer skills.
4. Should have reasonably good research skills.
5. 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 submitted data to see if that person has been submitted before.
   a. If they had been submitted, then this is considered an add-on and they only need to prove they are descended 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 existing data. 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 funds to the treasurer.
   g. Keep the applications in a box, in alphabetical order, until such time as you get a full box, then send/take them to the nearest Washington State archives to be forwarded to the Olympia archives, to be placed with the boxes of applications they already have.

➢ RECOGNITION COMMITTEE CHAIR

PURPOSE: To manage the Washington State Genealogical Society's Outstanding Volunteer and Team Recognition Awards, Innovative Grants, local society supports and awards as directed by the Board.

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

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be proficient in computer word processing and other formats for producing award certificates and award recaps.
4. Must be able to communicate with others using electronic and postal systems.

DUTIES AND RESPONSIBILITIES:
1. Manage the annual Outstanding Volunteer and Team Recognition Awards program. Duties shall include establishing deadlines; communicating with local societies; and preparing, presenting and distribution of certificates. Chair is also expected to promote the Outstanding Volunteer and Team Awards through a variety of means, including electronic media.
2. Manage the Outstanding Communication, Outstanding Project and President's Award programs. Duties shall include establishing deadlines, award and review criteria, communication and promotion of the awards and managing the selection process.
3. Manage the Innovative Grant program. Duties shall include communication and promotion of the program, establishing deadlines, selection of a review committee and managing the selection process. The Chair shall keep the Board informed of successful grantees' progress.
4. Manage the Education Assistance Fund. Duties shall include developing review criteria, communication and promotion of the program and managing the selection process.
5. Produce certificates of appreciation honoring:
   a. The work of members of the WSGS Board when they 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.
6. Ensure a digital copy of all certificates produced by the committee is forwarded for archiving in the WSGS permanent files.

➢ 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 WSGS President.

QUALIFICATIONS:
1. Must be a WSGS member in good standing.

2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be 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 Web Manager 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 no later than one week prior to the Annual meeting and each Board meeting.

APPOINTED, NON-ELECTED OFFICERS AND OTHER POSITIONS

➢ BLOG MASTER

PURPOSE: Maintain the WSGS blog, ensuring timely, pertinent and interesting content.

POSITION TYPE: This is a non-salaried, volunteer position appointed by the WSGS President. The Blog Master is part of the Communications Committee.

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be proficient in computer word processing and Internet design.
4. Must have Internet access.
5. Must be able to communicate with others using electronic and postal systems.

DUTIES AND RESPONSIBILITIES:
Under development.

➢ 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, 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. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be familiar with organizing a state conference and the WSGS conference guidelines.
4. Must be able to communicate in a timely manner with Board members and the conference host society.

DUTIES AND RESPONSIBILIETIES:
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 the date of the coming Conference/Annual Meeting can be announced at the current year's Conference/Annual Meeting.

➢ 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. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must be able to collect and preserve historical documents of the society.
4. Must be able to use a camera.

DUTIES AND RESPONSIBILITIES:
1. Maintain a current compilation of society news, activities and achievements and make it available at the WSGS repository (currently the Yakima Valley Genealogical Society Library).

2. Take or arrange for photographs to be taken 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 post on the WSGS website. Post activities on the WSGS Facebook page when current.

➢ WEB MANAGER

PURPOSE: To design and maintain the Washington State Genealogical Society's website.

POSITION TYPE: This is a non-salaried, volunteer position appointed by the WSGS President. The Web Manager is part of the Communications Committee.

QUALIFICATIONS:
1. Must be a WSGS member in good standing.
2. Be willing to attend meetings of the WSGS Board and Annual Business Meeting of the society at any location in the state.
3. Must have computer skills, including website design.
4. 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. The WSGS website is the property of the society, not the Web Manager.
3. Keep information up-to-date on 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