

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

Contents

MEMBERSHIP OF THE EXECUTIVE BOARD	2
DUTIES OF THE EXECUTIVE BOARD	3
DUTIES OF THE PRESIDENT.....	4
DUTIES OF THE VICE PRESIDENT	5
DUTIES OF THE RECORDING SECRETARY	6
DUTIES OF THE CORRESPONDING SECRETARY	7
DUTIES OF THE MEMBERSHIP SECRETARY	8
DUTIES OF THE TREASURER.....	9
DUTIES OF THE TRUSTEES	10
DUTIES OF THE RESOURCE ROOM CHAIRPERSON.....	11
DUTIES OF ROOM VOLUNTEERS.....	12
DUTIES OF HOSPITALITY CHAIRPERSON	13
DUTIES OF THE EDITOR OF THE “EATON COUNTY QUEST”	14
DUTIES OF THE COMPUTER CHAIRPERSON.....	15
DUTIES OF THE LIBRARIAN	16
DUTIES OF THE HISTORIAN.....	17
DUTIES OF THE WEBMASTER.....	18
DUTIES OF THE DATABASE CHAIRPERSON	19
DUTIES OF THE PUBLICITY CHAIRPERSON.....	20
DUTIES OF THE CEMETERY COMMITTEE	21
DUTIES OF THE PIONEER FAMILY COMMITTEE	22
DUTIES OF THE CIVIL WAR ANCESTORS COMMITTEE	23
DUTIES OF THE SOCIAL MEDIA COMMITTEE	24
DUTIES OF THE PUBLICATIONS COMMITTEE.....	25
CHANGES TO POLICIES AND PROCEDURES	26

EATON COUNTY GENEALOGICAL SOCIETY
DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

MEMBERSHIP OF THE EXECUTIVE BOARD

An * denotes voting member

Elected officers of the Society

- *President
- *Vice President
- *Recording Secretary
- *Corresponding Secretary
- *Membership Secretary
- *Treasurer
- *Trustees (3)

Appointed chairpersons

- Resource Room Chairperson
- Room Volunteers
- Hospitality Chairperson
- Editor of the "Eaton County Quest"
- Librarian
- Historian
- Computer Chairperson
- Michigan Genealogical Council Representative and up to 2 alternate representatives.
- Federation of Genealogical Societies delegate
- Webmaster
- Database Chairperson
- Publicity Chairperson

Standing Committees

- Computer Committee
- Cemetery Committee
- Pioneer Family Committee
- Civil War Ancestors Committee
- Publication Committee
- Social Media Committee
- Member Benefits Committee

The immediate Past President may serve as an ex-officio member of the Executive Board, at the request of the President.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE EXECUTIVE BOARD

1. Supervise the affairs of the Society.
2. Fix the time and place of membership meetings.
3. Approve plans of work submitted by committees and make recommendations to the membership.
4. Receive progress reports from all committees.
5. Review the budget requests and develop a proposed budget which shall be submitted to the membership for adoption at the November meeting of each year.
6. Review other business that comes before the Board.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE PRESIDENT

1. Chair all meetings of the membership.
 - Prepare meeting agenda
 - Call meeting to order and welcome visitors
 - Recess meeting for speaker
 - Call meeting back to order and distribute agenda
 - Lead discussion per agenda
 - Call for motions and votes as needed
 - Adjourn meeting
2. Chair all meetings of the Executive Board.
 - Prepare meeting agenda
 - Call meeting to order and distribute agenda
 - Lead discussion per agenda
 - Call for motions and votes as needed
 - Perform e-mail and/or phone votes if needed
 - Adjourn meeting
3. Appoint Chairpersons of all committees, subject to the approval of the Executive Board.
4. Perform various other duties that may arise in the business of the Society.
 - Be an alternate signatory on society bank accounts
 - Maintain contact with other organizations that may offer programs of interest
 - Perform other ad-hoc duties that may arise in the course of society business

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE VICE PRESIDENT

1. Fulfill the duties of the President if the President is unable to do so.
2. Act as the Program Chairperson, maintaining a list of available speakers and providing a speaker or meeting program (such as round table discussion) for each monthly membership meeting.
3. When booking a speaker for a meeting, verify what is needed from the Society and what their fee is. If no fee is required, a year's honorary membership fee may be offered. If membership is accepted in lieu of fee, notify Membership Secretary.
4. The Vice President should provide speakers for calendar year (March – November).
5. Notify the Publicity Chairperson at least two weeks in advance of meeting with name of speaker and topic of the program so meetings can be publicized.
6. Notify Webmaster when meetings are booked so meetings can be added to Programs on the website.
7. Follow up with speaker one week before meeting to verify that everything is set.
8. Notify Treasurer of speaker costs so check can be presented at the meeting.
9. Maintain total of speaker costs for the year and advise Board if the costs exceed the budgeted amount.
10. In case of last-minute speaker cancellation, be prepared with at least two programs where a speaker is not needed.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE RECORDING SECRETARY

1. Maintain and preserve the records of the Society.
 - Articles of Incorporation as a Non Profit Corporation.
 - By Laws
 - Duties of Officers, Committee Chairs and Committees manual.
 - Records of Telephone Votes of the Executive Board.
 - Transcribed minutes of all regular and special meetings of the Executive Board.
 - Transcribed minutes of all regular and special meetings of the membership.
 - Maintain a file of submitted committee reports.
2. Record the business proceedings of each Executive Board meeting.
3. Record the business proceedings of each Membership meeting.
4. Provide copies of minutes at the next meeting of the Executive Board.
5. Provide copies of minutes at the next meeting of the Membership.
6. Provide a copy of Executive Board and General Membership meeting minutes to Webmaster for publication on Members Section of Website.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE CORRESPONDING SECRETARY

1. Communicate with other groups and individuals with similar genealogical interests.
2. Maintain the Post Office Box Key. Be responsible for obtaining the mail from the Post Office Box, and distribute it to the proper persons. This should be done on a weekly basis.
3. Tend to general office tasks and respond to communications as necessary.
4. Receive e-mails and respond as necessary.
5. May give up to one-half hour of free research per inquiry. If person makes further inquiries explain how to use data base index on the website.
6. Send thank you letters to monetary gift donors over \$10.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE MEMBERSHIP SECRETARY

1. Maintain a list of active and past members of the Society.
2. Record Membership dues received and mail out the membership cards including the membership password.
3. Actively seek new ways to contact and solicit for new members.
4. Maintain a membership list and provide mailing labels as requested by the Executive Board or Committee Chairpersons.
5. Notify Webmaster of new members to be added for access to the Members Section of the Website.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE TREASURER

1. Receive all ECGS monies and account for them in a manner acceptable to the Executive Board.
2. Deposit all monies under the name of the Society.
3. Disburse monies as authorized by the Society.
4. Prepare and present to the Executive board and the Membership monthly financial statements.
5. Prepare and file all necessary Federal and State forms by the appropriate dates.
 - State of Michigan Sales Tax
 - Articles of Incorporation annual information update. (Prior to October 1)
6. Prior to September of each year request budgetary needs from the various Society Committees
7. The Treasurer is responsible for submitting a tentative budget including a revenue forecast to the Executive Board in October of each year.
8. Take appropriate steps, including legal action, to collect monies owed to the Society. Legal action needs prior approval of the Executive Board.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE TRUSTEES

1. State of Michigan PA 222 of 2008 mandates that a non-profit organization must have three (3) or more elected directors/trustees on the Executive Board effective July 16, 2008.
- ~~2. These Trustees shall direct the funds and By Laws of the Eaton County Genealogical Society.~~

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE RESOURCE ROOM CHAIRPERSON

1. Make available all of the Society's genealogical resources to the membership and patrons of the Society.
2. Purchase and maintain necessary supplies to operate the Resource Room as approved in the adopted budget or by the Executive Board.
3. Coordinate the Resource Room Volunteers.
4. Train Resource Room Volunteers.
5. Coordinate volunteers to set up and operate sales tables at workshops and seminars as approved by the Executive Board.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF ROOM VOLUNTEERS

1. The first priority of a room volunteer *is* to assist members and patrons in the use of the room's resources.
2. Answer the telephone.
3. Assist with photocopying, collating, filing, data entry, or other Society projects as needed.
4. Assist with Society projects as time is available
5. Accept material donations to the Society and complete donation form for the Librarian.
6. Ask visitors to sign their name in the sign-in book. If they are new to our Library, offer them a welcome overview.
7. Receive money for contributions and purchases and record properly.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF HOSPITALITY CHAIRPERSON

1. Be responsible for setting up the meeting room on the day of a Membership or Executive Board meeting.
2. Welcome guests and new members prior to the membership meetings.
3. Be responsible for refreshments at regular membership meetings.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE EDITOR OF THE “EATON COUNTY QUEST”

1. Be responsible for the content and layout of the Society’s publication, “EATON COUNTY QUEST”.
2. Receive and edit as necessary, information for publication in the “Eaton County Quest”.
3. Be responsible for coordinating the mailing of the “Eaton County Quest”.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE COMPUTER CHAIRPERSON

1. Inform the Executive Board of new computer products available.
2. Maintain the Society's computer system.
3. Establish guidelines for a disaster recovery plan to protect the computer records and information.
4. Make purchases under the approved guidelines of the Executive Board.
5. Install all software approved by the Executive Board on the Society's computers.
6. Be responsible for the repair and maintenance of all of the Society's computer equipment.
7. Maintain a database inventory list of all computer equipment, software, and peripherals donated to, purchased by, traded for, or sold by the Society.
8. Be available to trouble shoot problems as they arise.
9. Monitor subscriptions (i.e. Avast – antivirus) for expiration and keep updated.
10. Train volunteers to use new equipment.
11. Be available to assist new users of equipment.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE LIBRARIAN

1. Be responsible for the purchase and inventory of genealogical resources. Purchases ~~to~~ shall be made within the approved guidelines of the Executive Board.
2. Maintain a computer database of all resource materials
3. Develop and carry out policies for gifts, purchase, donation, trades, and loans, of resource material.
4. Develop other policies as needed and submit to the Executive Board.
5. Assign call numbers to resources.
6. Fill out and affix remembrance labels.
7. Shelve and file all new resource materials.
8. Submit a list of all new materials for publication in the "Eaton County Quest".
9. Send letters of acknowledgement and thank you to persons who have donated, traded, or loaned material to the Society.
10. Dispose of excess materials such as duplicate copies, materials not relevant to Eaton County research, etc.
11. Make Memorial purchases when a member dies. (Up to \$25.00 may be spent for a room acquisition.)
12. Arrange library materials in available rooms (Room 1, Room 2, Vault 1, 2 or 3) as needed to make room for new materials coming in.
13. Provide a general list of materials contained in each room
14. Make copies of fragile resources for researchers to use. Store originals in vault.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE HISTORIAN

1. Keep a history of the Eaton County Genealogical Society's activities and accomplishments.
2. Collect items such as photographs, newspaper clippings, etc., about the Society and its members.
3. Organize the collected information into a scrapbook to preserve the Society's history.
4. Make the scrapbook available to others in the Society Library.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE WEBMASTER

1. Maintain website with current events and meetings.
2. Be responsible for the purchase and inventory of Website software. Purchases shall be made within the approved guidelines of the Executive Board.
3. Be responsible for renewal of website domain each year.
4. Be responsible for maintaining Members Only Section user codes and passwords.
5. Notify Membership Secretary of new Members Password.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE DATABASE CHAIRPERSON

1. Receive digital indexes from volunteers.
2. Determine which database the index needs to be loaded to.
3. Follow the instructions for updating the database.
4. Notify Librarian of updated index(s) and database(s).
5. Copy database and any necessary image or pdf files to both computers in ECGS.
6. Provide backup copy of updated databases and other files on external drive and on cloud storage.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE PUBLICITY CHAIRPERSON

1. Prepare press releases.
2. Prepare public notice of membership meetings and submit to as many local and surrounding county newspapers as possible.
3. Prepare public notice of special events hosted by the Society.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE CEMETERY COMMITTEE

1. The goal of the Society is to read and photograph grave markers in all Eaton County Cemeteries.
2. Work done in the name of the Eaton County Genealogical Society shall become the property of the Society.
3. Work done by individuals may be donated to the Eaton County Genealogical Society.
4. Data and photos from each cemetery will be entered into the computer in a format prescribed by the committee. After editing, data will be uploaded into the Society's data base on Eaton County Genealogical Society computers.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE PIONEER FAMILY COMMITTEE

1. The Committee shall receive completed applications and follow the Board approved procedures to complete the process.
2. The Committee shall issue certificates to applicants when application is verified and approved.
3. The Committee shall index Eaton County names connected with this application and submit them to be uploaded into the Society's data base.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE CIVIL WAR ANCESTORS COMMITTEE

1. The Committee shall receive completed applications and follow the Board approved procedures to complete the process.
2. The Committee shall issue certificates to applicants when application is verified and approved.
3. The Committee shall index Eaton County names connected with this application and submit them to be uploaded into the Society's data base.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE SOCIAL MEDIA COMMITTEE

1. The Social Media Committee shall monitor all social media sites of the Eaton County Genealogical Society.
2. Membership on a social media page, such as facebook, twitter, etc., shall be open to all dues paying members of the Society. Any non-member must be approved by the Social Media Committee.
3. All responses and postings shall be respectful, non-confrontational and non-political.
4. Members may be removed from Social Media pages by this Committee if they do not comply.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

DUTIES OF THE PUBLICATIONS COMMITTEE

1. The Publications Committee shall maintain a current inventory of all publications and items for sale by the Society.
2. The Committee shall make sure all publications meet guidelines established in Operational Policies.
3. With approval of the Executive Board, the Committee shall update publications as needed.
4. The Committee shall keep a file of original copies of all publication materials.
5. The Committee shall mail copies of new and revised publications to the Library of the State of Michigan and the Ft. Wayne Allen County Library.

EATON COUNTY GENEALOGICAL SOCIETY

DUTIES OF OFFICERS, COMMITTEE CHAIRS AND COMMITTEES

CHANGES TO POLICIES AND PROCEDURES

Changes may be made to these Duties of Officers, Committee Chairs, and Committees by a majority vote of the Executive Board.

Adopted: 9/1/2009

Revised: 10/10/11

Revised: 7/7/14