

Sonoma Co. Genealogical Society

Vision – *ALL* families connected

Mission Statement – The purpose of this Society is to educate the general public and members of the Society in genealogical research, and to preserve, collect, compile, publish and disseminate genealogical data and family history.

Officers & Committees

Job Descriptions & Duties

Officers

President
First Vice President - Program Chairperson
Second Vice President - Membership Chairperson
Third Vice President - Promotional Chairperson
Recording Secretary
Corresponding Secretary
Treasurer

Directors at large

Committees & Other Functions

Archivist
By-Laws
Communications
Financial Review Committee
Library Aide
Library Liaison
Newsletter
Nominating
Projects
Publication Sales
Searcher / Editorial (suspended July 2017)
Seminar
Workshops



Welcome to the Board !

The fiscal year of the Sonoma County Genealogical Society is July 1 through June 30.

General membership meetings are held July through November and January through June, usually on the third Saturday.

The Annual Business meeting and election of officers is held in May. New Board members are installed in June.

Board meetings are held July through November and January through June, usually on the second Tuesday of the month.

Board meetings are open to any Society member.

Each member of the Board will have a binder or folder which contains information about their position. This position binder will be maintained by the current Board member and then passed along to their successor.

To request a check from the Treasurer to pay for an upcoming event, send an e-mail to the Treasurer with the following information: **Who** the check is made out to; **What** is the dollar amount; **When** do you need the check; **Where** do you want it delivered; **Why** are we paying them – specific event description. Please make your request as soon as possible to allow for Board approval if necessary and signature requirements.



Welcome to the Board – new e-mail !

Each Board member will be listed on the Board page at our website www.scgsonline.org. The Board web page also allows the public to contact Board members without showing the Board member's personal e-mail. The Website Administrator will contact the new Board member to get a current photograph and will post the photo and the SCGS Google e-mail address.

The SCGS Board of Directors has decided to use Google e-mail accounts for official SCGS Board related correspondence. The e-mail account names will be related to the Board position, for instance the president's e-mail will be <Sonoma.President@gmail.com>. This will allow for continuity of information for each position, as the e-mail accounts will be passed along to each new Board member.

The password will be the same for all Board e-mail accounts and will change each July when the new Board is installed. This will allow for transparency and also access in the event of an emergency.

The information about the G-mail accounts will be sent to new Board members by the Communications Committee.



President

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Knowledge of the history, organization and goals of SCGS.
- 3) Knowledge of Roberts Rules of Order.
- 4) Ability to use a word processing program and an e-mail program on the computer.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Preside at general membership meetings and Board meetings, and prepare agendas for both.
- 2) Serve as spokesperson for the Society.
- 3) Appoint the chairpersons of committees with approval of the Board.
- 4) Shape policy objectives for the committees required by the Society in accordance with the wishes and approval of the Board.
- 5) Foster a work climate in which volunteers can be recruited and can work with rewarding tasks.
- 6) Plan and carry out an annual Volunteer recognition program for the June general meeting.
- 7) With Board approval, appoint a nominating committee to present a slate of candidates for Board positions at the April general meeting. Ensure that all procedures are completed so that the election of officers will be held at the annual meeting in May.
- 8) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



First Vice President - Program Chairperson

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Knowledge of the history, organization and goals of SCGS.
- 3) Knowledge of Roberts Rules of Order.
- 4) Ability to use a word processing program and an e-mail program on the computer.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) In the absence of the President, preside at meetings of the Society and Board, and perform all the duties of the President.
- 2) Plan and make arrangements for speakers for all general meetings of the Society.
- 3) Arrange for meeting space for Board meetings and general meetings, and negotiate rental contract when required. Ensure that any specific requirements of a speaker are prepared prior to each program. Coordinate with Treasurer.
- 4) Convey information about program topics and speakers to the Newsletter Editor, the 2nd VP-Membership, and the Webmaster well in advance of each program.
- 5) Prepare a Publicity Flyer announcing the programs and post it in the Annex, the Family History Library, and in other local societies and newsletters; coordinate with the 3rd VP-Publicity to extend coverage in the community at their discretion.
- 6) Arrange for speakers and their needs, and assist them in setting up for the program (see Procedures for more detail). Coordinate with Treasurer.
- 7) Introduce the speaker and program at each meeting. Convey the thanks of the Society to the speaker both in person and by letter.
- 8) Attend the northern bay area Forum Alliance Committee if possible to coordinate with other societies in sharing information on speakers, as well as other ideas for making our societies better.
- 9) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments and monthly programs with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Second Vice President - Membership Chairperson

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Knowledge of the history, organization and goals of SCGS.
- 3) Ability to use a spreadsheet, word processing and an e-mail program on the computer.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Receive lists of new members and renewed members from the Treasurer or Corresponding Secretary.
- 2) Assign membership numbers and record all dues payments from new and renewed members. Assign a new number to any renewal, which has been unpaid for one or more membership years.
- 3) Send a letter of welcome to each new member, including the information described in the Procedures. Write a membership receipt card for each payment when the member has sent a self-addressed stamped envelope.
- 4) Maintain an up-to-date membership list showing the name, address, telephone, and e-mail address of each member. Remove names of members who have not renewed by December 1st.
- 5) Periodically issue an updated membership list to Board members.
- 6) Provide current membership information to the publisher of the *Searcher*.
- 7) Send announcements to the entire membership via e-mail, including the *Newsletter*, notice for monthly general meeting, and other information as requested by the Board. Coordinate with the Corresponding Secretary for members without e-mail addresses.
- 8) Place a notice in the June issue of the *Newsletter* reminding members that renewals are due. Send out renewal e-mail and follow-up reminders. Coordinate with the Corresponding Secretary for members without e-mail addresses.
- 9) Meet and greet all attendees at monthly meetings. Maintain member Name Tags. Have guests sign-in and have membership applications available.
- 10) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Third Vice President - Promotional Chairperson

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Knowledge of the history, organization and goals of SCGS.
- 3) Ability to use a spreadsheet, word processing and an e-mail program on the computer.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Coordinate with 1st VP-Program chairperson to maintain a list of upcoming programs and events requiring promotion.
- 2) Prepare flyers, pamphlets, press releases, or other promotional items as required to promote Society events, in advance as required by individual media outlet. Serve on the Seminar Committee to ensure appropriate publicity for the annual seminar. (see Procedures for details)
- 3) Establish and maintain contact with history centers, genealogical societies, schools, community centers, etc. to advance our outreach.
- 4) Seek out and inform Board of upcoming possible Society outreach opportunities, such as fairs, expos, etc.
- 5) Act as Chairman of the Communications Committee and coordinate the web accounts: SCGSonline web page, Facebook, Gmail, Dropbox or other online storage accounts.
- 6) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Recording Secretary

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Knowledge of the history, organization and goals of SCGS.
- 3) Knowledge of Roberts Rules of Order.
- 4) Ability to prepare minutes using a word processing program
- 5) Ability to distribute minutes to Board members using an e-mail program

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Record minutes at each Society Board meeting. Send copies to each Board member and the Chairperson of each Committee before the next Board meeting.
- 2) Record minutes of the annual general membership meeting in May, and keep a record of all other general meetings.
- 3) Maintain list of Society Board members and Committee members for each year.
- 4) Retain a copy of the minutes, together with other reports submitted at the Board meetings, in the Society Secretary's Notebook. Secretary should have minutes for the past two years available at each Board meeting.
- 5) Prepare an annual written recap of Society events, including book purchases.
- 6) Coordinate with Society Archivist to ensure that all Society documents are kept according to Retention Schedule. Retain permanent custody of Charter of Incorporation and Corporate Seal, as well as copies of all contracts.
- 7) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Corresponding Secretary

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Ability to use a word processing program and an e-mail program on the computer.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Conduct correspondence for the Society as authorized by the President or the Board.
- 2) Pick up the mail at the society Post Office Box (box 2273, Montgomery Village Post Office).
- 3) Sort the mail, and deliver items to the appropriate persons. (see Procedures for details).
 - a. Maintain a log of all incoming mail.
 - b. Tally revenue received in mail and double check with deposit list received from Treasurer.
 - c. Maintain a list of all organizations with which we exchange publications. In consultation with the Board and the Librarian periodically evaluate the list of exchanges being made and add or delete changes as directed.
 - i. Sort out those wanted by either the Sonoma County Library Annex, the Newsletter Editor, or other individuals and deliver to appropriate people.
 - ii. Take remaining periodicals to the Society meetings for the "freebie" table.
- 4) Manage list of members without e-mail addresses and mail any Society business, such as newsletter, Seacher, annual slate of officers & voting instructions, by-laws revisions, etc.
- 5) Acknowledge memorial donations with a letter to the donor and honoree, or survivors.
- 6) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Treasurer

Qualifications

- 1) Attendance is required at all Board meetings.
- 2) Ability to create financial reports using a computer spreadsheet program or accounting program like Quicken.
- 3) An accounting background or experience with business accounting practices.

Selection

Proposed by the Nominating Committee, approved by the Board and elected by the membership.

Duties

- 1) Keep a correct account of all receipts and disbursements of funds for the Society, maintaining a set of books for this purpose.
- 2) Pay legitimate expenses of the Society from the checking account. Any purchase of \$150 or more must be approved in advance by the Board.
- 3) Receive and record all receipts.
 - a. Send copy of all bank deposits to Corresponding Secretary for confirmation of mail receipts.
 - b. Send copy of bank deposits that include dues payments to 2nd VP-Membership.
 - c. Send copy of bank deposits that include seminar payments to Seminar Registrar.
- 4) Maintain checking, savings, and certificate of deposit accounts as directed by the Board.
- 5) Furnish financial reports at each Board meeting, showing current and year-to-date income and expenses, as well as account balances & any dedicated funds (ie Library Purchases).
- 6) Regularly file tax returns as required by the State and Federal government. (see Procedures)
- 7) Meet with Financial Review Committee on a quarterly basis, to review banking and PayPal.
- 8) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Directors at large

- 1) Attendance is required at all Board meetings.
- 2) Represent the interests of the membership at Board meetings.
- 3) Serve as delegates to FGS, CSGA, Heritage Network and other organizations.
- 4) Cross train and serve as alternate for other Board positions, if necessary.
- 5) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Committees

- (1) The Committee will have a clearly defined goal and timeline, as described in the Minutes of a regular Board Meeting.
- (2) A Chairperson will be appointed by the President, with approval of the Board. The Chairperson may request additional committee members. The Chairperson is responsible for reporting the Committee results to the Board.
- (3) The Recording Secretary will maintain a list of all Committees, with their current individual members.
- (4) The President will ensure that an Agenda item is created at the Board Meeting that the Committee report is due.



Archivist & Historian

Purpose

The Sonoma County Genealogical Society archivist /historian researches, analyzes, interprets, and presents the past by reviewing a variety of historical documents and sources to ensure that the society's records and information is managed and stored in an efficient and effective manner, and performs other duties as required.

Qualifications

1. Attendance may be requested once a year at Board meetings.
2. Knowledge of the history, organization and goals of SCGS.
3. Ability to use a word processing program and an e-mail program on the computer.

Selection

Appointed by the President and approved by the Board.

Duties

1. Inventory society records; gather historical data and information from various sources, including archives, books, and artifacts; and analyze and interpret historical information to determine its authenticity and significance.
2. Develop and direct the maintenance of records for the storage, retention, retrieval, and destruction of records in accordance with administrative, legal, fiscal, and historical requirements after consultation with the Board, and the Sonoma County Historical Records Commission.
3. Establish and maintain an archive and record management program (record retention schedule and procedures to ensure an adequate record inventory) to archive or preserve materials and society artifacts.
 - a) Retention schedule for society records.
 - b) Operational, legal, regulatory, fiscal, audit and historical retention requirements.
 - c) Records which are confidential by law.
 - d) Vital records which must be protected.
 - e) Records with lasting historical value that must be permanently preserved by the society.
 - f) Disposal of obsolete records through recycling, shredding or other means.
 - g) Review and update existing record retention schedule in a timely manner.
 - h) Develop safeguards for records of a confidential nature; facilitate public access to records of a non-confidential nature.
4. Maintain list of Society Officers and Board history, and membership list as of June of each year.
5. Coordinate with 1st VP-Program chairperson to suggest Society "anniversary" events.
6. Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



By-Laws Review Committee

- (1) The purpose of the committee is to periodically review the by-laws to ensure they reflect current policies and procedures. Every fifth year the Board will determine if the By-Laws need to be reviewed, beginning with the fiscal year 2015-2016.
- (2) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required during the Review year at the Board meetings in October, January and March.
- (3) Proposed changes will be presented to the Board for discussion and approval. (see Procedures for how to “track changes” within a word processing document)
- (4) Final Draft of Changes to By-Laws will be distributed to entire society membership, to be voted on at annual general meeting in May.



Communication Committee

- (1) Attendance at Board meetings is suggested. A Status Report is required at the Board meetings in September, January and May.
- (2) Comprised of the 3rd Vice President as chairperson, the web administrator, and all who have administrative rights on website.
- (3) Maintain access and content for Dropbox, Gmail, Facebook & Website.
- (4) Maintain the web pages of the Society, and keep current information relating to membership, general and interest group meetings, and publications.
 - (a) Provide links to other organizations where information related to Sonoma County research can be located.
 - (b) Coordinate with member handling Surname Registry, to publish information on members-only section of website.
- (5) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Financial Review Committee

- (1) Attendance at Board meetings is suggested. A Status Report is required at the Board meetings in October, January, April and July.
- (2) Comprised of a Director at Large as the chairperson, the President, and another member from the Board or General membership.
- (3) Meet with the Treasurer quarterly (September, December, March and June) and review the prior three months activity:
 - (a) Review the bank statements and reconciliations.
 - (b) Review the mail logs, Wild Apricot membership reports, Seminar registrations and the corresponding bank deposits.
 - (c) Review the PayPal activity statements and transfers.
 - (d) Review the Government Filing calendar and proof of filings.
 - (e) Review the Insurance policy declarations and payments.
- (4) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Library Aide Committee

- (1) The purpose of the Library Aides is to assist patrons and staff at the Sonoma Co. Library Genealogical Annex, and to promote the Sonoma Co. Genealogical Society.
- (2) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required for the Board meeting in January.
- (3) Recruit and schedule members to serve as library aides in the Annex from 1:00 pm. to 3:00 pm. each Wednesday.
- (4) Orientation sessions to familiarize recruits with library procedures to be scheduled as needed.
- (5) Maintain and update the Library Aide folder kept in the volunteer desk. The folder should contain the following:
 - a. Identification badges
 - b. The list of names and phone numbers of those scheduled for future duty.
 - c. Society brochures and membership applications.
 - d. Copy of the most recent Newsletter and Sonoma Searcher.
 - e. Roster of current members.
- (6) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Library Liaison

- (1) Attendance at Board meetings is suggested. A Status Report is required for the Board meeting in January.
- (2) Serve as liaison between the Library and the Society regarding purchases that would be of mutual benefit.
- (3) Sources of funds for purchases are the monthly book raffle at the Society meetings and other donations to the Library Purchases fund. All donations designated as Library Purchases fund shall be used for this purpose and any remainder at the end of the year shall be carried forward to the following year.
- (4) Select books to be purchased for Sonoma County Annex genealogical collection in conjunction with the winner of the monthly book raffle, Twenty year member honorees, and members of the Society. The raffle winner may purchase a book up to \$40. If the winner selects a book costing more than \$40 he/she pays the difference. Twenty year members may select a book up to \$25.
- (5) The Librarian will have the final decision as to the appropriateness of the suggested material.
- (6) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



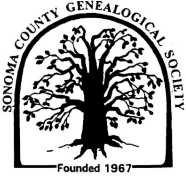
Newsletter Editor

- (1) Attendance at Board meetings is suggested, or gathers updates from Society Board meetings to stay current with Society business.
- (2) Gather news items from genealogical periodicals and other sources, together with news of Society activities, including meetings of Special Interest Groups.
- (3) Publicize upcoming Society events, including regular meetings, workshops, and other special events.
- (4) Regularly prepare and publish monthly newsletter to be distributed to all members of the Society.
 - (a) Send draft of newsletter to Society Board for final review.
 - (b) Forward to Membership Chairperson when each issue is ready for distribution.
- (5) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Nominating Committee

- (1) The purpose of the committee is to provide a slate of officers for an annual election, as called for in the by-laws of the Society.
- (2) The Chairperson is appointed by the Board. The Chairperson should have a working knowledge of the function of each elected Board position. The Chairperson should have a general idea of the capabilities and character of prospective candidates.
- (3) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required at the Board meetings in January and March.
- (4) The Committee will query incumbents regarding their willingness to continue or assume a different position.
- (5) The Committee will query society members regarding their willingness to serve on the Board in either a specific capacity or as a Member at Large, depending on vacancies.
- (6) The recommended slate is presented to the Board for approval no later than March.
- (7) The approved slate is presented to the general membership in April and voted on at the annual membership meeting in May.
- (8) The President will install the Board at the June general meeting and the Board members take office on July first.



Projects Committee

- (1) Attendance is required at all Board meetings by the Chairperson.
- (2) Choose a project most in need of doing. It may be based on new original data that has never been transcribed or extracted, or can be based on existing publications of the Society that need to be redone or indexed. Projects are generally selected in consultation with the Librarian in charge of the Sonoma County Archives, or another public official who has responsibility for keeping Sonoma County records, or other Board members.
- (3) Analyze project to determine the best method for doing it.
- (4) Recruit and train volunteers.
- (5) Write detailed instructions for abstracting data, if needed, and for data entry and post on internet.
- (6) Collect project data. Data is sent online by data entry volunteers to the Project Director.
- (7) Monitor proofing of project data.
- (8) Prepare final camera ready copy.
- (9) Maintain liaison with publisher of project report.
- (10) Represent the Society at Historical Records Commission.
- (11) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Society Publication Sales

- (1) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required at the Board meeting in January.
- (2) Receive orders for the Society's publications from the Corresponding Secretary.
- (3) Pick up publications from storage as required to fill orders, purchase needed mailing supplies, package and mail publications
- (4) Sell publications at genealogical fairs and workshops as requested by the Board.
- (5) Keep record of publications sold and report to the Board on sales.
- (6) Together with the Projects Chairperson maintain a current inventory of publications available for sale.
- (7) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Searcher / Editorial Committee

- (1) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required at the Board meetings in September, January and May.
- (2) The Editorial Board shall consist of members whose duties shall be to assist the Searcher Editor in the process of recognizing and producing journal copy of historical and genealogical records, research methods, and news of interest to genealogists, and provide assistance to the editor in layout and proof reading.
- (3) Recruit Editorial Board members who are skilled in writing and in the mechanics of journal production.
- (4) Manage production of the journal, both in form and content, within broad outlines provided by the Board of Directors.
- (5) Notify membership chairperson of production date when mailing labels will be needed. Get current total count of members, exchanges, etc. to determine total number of copies to be printed.
- (6) Send electronic copy to printer and arrange for mailing.
- (7) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.

**** Effective July 2017, the publication of the Searcher is Suspended until further notice. ****



Seminar Committee

- (1) Attendance at Board meetings by the Chairperson is required February through April, otherwise attendance is suggested. A Status Report is required at the Board meetings in September, January and May.
- (2) Coordinate a day-long seminar, planning the program in conjunction with an ad hoc subcommittee of the Board.
 - (a) Decide on potential speakers, meeting places, and exhibitors. Select date.
 - (b) Prepare publicity flier and supervise its distribution. Work in cooperation with the Promotional Chairperson and others to publicize the event.
 - (c) Appoint a Registrar to take reservations, prepare list of attendees, forward receipts to the Treasurer. Maintain accounting of receipts to double check with Treasurer's report.
 - (d) Arrange for equipment or materials required by them and copies of handouts for attendee. Arrange for exhibitors to set up at a time designated by the facility.
 - (e) Arrange for food available during breaks and lunch period.
 - (f) Prepare and distribute evaluation forms at the seminar, and analyze results.
- (3) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.



Workshops Committee

- (1) Attendance at Board meetings by the Chairperson is suggested. A Status Report is required at the Board meetings in September, January and May.
- (2) In conjunction with the Librarian, plan the dates for the Spring and Fall Beginners' Workshops to be held in the Library Forum Room.
- (3) Confer with the Librarian to establish the format of the meetings and the resources required.
- (4) Obtain fliers prepared by the Librarian to distribute at Society functions and with the *Newsletter*
- (5) Notify the Publicity Chairperson to insure publicity will be sent out in a timely manner.
- (6) Arrange for a Society member (usually the Corresponding Secretary) to register guests at the workshop and send out follow-up letters.
- (7) Arrange for the handout materials to be provided at the workshop, including back issues of the *Searcher* and *Newsletter*.
- (8) Preside at the workshops.
- (9) Maintain a Position Binder to include the detailed procedures for the position, a summary of each year's accomplishments with any contact information, a list of internet accounts with username & password, and any other information specific to the position.