

LONGMONT GENEALOGY SOCIETY ELECTED POSITIONS

Elected Officers: (4)

1. President
2. Vice President
3. Secretary
4. Treasurer

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Elected Position but Not on the Board

Nominating Committee consists of three members serving three year terms, each becoming Chair on their third year. *Each year current Chair retires and new committee member is elected.*

LGS ELECTED POSITIONS JOB DESCRIPTIONS (2015)

PRESIDENT

- Order of Procedure for Meeting
- Budget Committee
- Auditor

VICE PRESIDENT

SECRETARY

TREASURER

NOMINATING COMMITTEE

Longmont Genealogical Society Job Description and Procedures

Job Title: PRESIDENT - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules

(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Preside at all meetings of the Society and the Board of Directors.
2. Appoint Chairs of Standing Committees, after consultation with Nominating Committee.
3. Attend or appoint delegates for meetings of CCGS, and select representatives for FGS and NGS.
4. Prepare quarterly reports for the CCGS meetings and an annual report for the January meeting.
5. Work with the other Budget Committee members to prepare a budget for the following year.
6. Maintain an active liaison with responsible parties at the Society's meeting places.
7. Maintain an active liaison with the Family History Center.
8. Receive and respond to general information mail addressed to the Society, then give to the Correspondence Secretary for filing.
9. Write a "President's letter" for each issue of the quarterly.
10. Co-sign legal documents with Secretary.
11. Obtain signed Project Policy Form when required.
12. Each year file form 990N with IRS and required forms with State of Colorado to maintain non-profit status. Forms must be filed annually.
13. Provide four copies of year-end report to Procedures Chair for distribution.
14. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Oversee the functioning of the Society by maintaining close contact with the Board members between meetings and taking appropriate action when problems arise.
2. Prepare agenda for Board and General membership meetings and give a copy to the secretary before each meeting.
3. Ensure the prepared budget is presented to the Board for approval, and then to the general membership for adoption at the January meeting.
4. See that copies of the quarterly report are mailed in a timely manner to the Secretary of the CCGS if no one is able to attend.
5. Read or post notices of upcoming seminars and conferences at Board and General Membership meetings.
6. Banking: As soon as possible following election of officers, current President and Treasurer arrange to add new incoming officer, President's or Treasurer's, name to LGS financial accounts, i.e. bank accounts or Certificates of Deposit.
 - a. Checking Account: 1st Bank – Incoming President and current Treasurer, or current President and incoming Treasurer; bring checking account checkbook or statements and identification for person to be added as signatory for the Bank account.
*It is not necessary for the outgoing officer to go to the Bank. Bank will add contact information of the new officer and remove outgoing officer as a signer.

- b. CDs: Rawlins Bank – Incoming President and current Treasurer, or current President and incoming Treasurer; bring Society’s copies of the CDs and identification for the incoming officer to be added as signatory for the CDs to the Bank.
*It is not necessary for the outgoing officer to go to the Bank. Bank will add contact information of the new office and remove outgoing officer as a signer.

** These procedures may change if the Society changes to different Banks.*

7. Filing of legal documents;
 - a. New President needs to file as soon as practical as the ‘registered agent; for the LGS with Colorado Secretary of State’s office. (Can be done online at Secretary of State’s website.) There is a \$10 Fee. Registration only needs to be done in the first year of the new President’s term of office.
 - b. May of each year, file Form 990N with the IRS. (Can be done online at IRS.gov.) Must be done annually.
 - c. August of each year, provide annual non-profit registration update with the Colorado Secretary of State’s office. (Again, may be done online, \$10 fee required.) (It is suggested that at least two officers of LGS file for online notifications with the Secretary of State’s officer through the website.)

Files required to be kept in the President’s Book:

- Corporate record file (examples of items which should be kept are; Papers regarding the Society’s incorporation as a non-profit organization, Certificate of good standing as a non-profit from Colorado Secretary of State, record of filing of IRS Form 990N, contracts, leases, or other agreements committing the Society to financial obligation.)
- Budget and financial statements for the current year
- Membership file for the current year
- Annual reports of Officers and Committees for the previous year
- Minutes of Board and general membership meetings for current and previous year

Further details may be obtained from your predecessor
Revised 1995, 1997, 2010, 2011, 2013, 2015

Order of Procedure for Meeting:

Welcoming of guests and members (at general membership meetings)

Reading of the Minutes:

“The minutes have been approved by the Board of Directors. Copies are available on the back table for anyone who would like to read them.”

Report of treasurer:

“May we have the treasurer’s report.”

Report of Programs - Vice President:

“May we have the report on programs.”

Report of Standing committees:

- Procedures
- Membership
- Quarterly Editor
- Publicity
- Correspondence
- Genealogist
- Ways and Means
- Historian
- Education
- Website

Unfinished Business:

“Under unfinished business, the first item of business is”

New Business:

“Is there any new (further) business?”

Adjourn the meeting:

“I will turn the time over to our Program Chair to introduce our speaker”
(at general membership meetings)

Thank the speaker

Implemented 1997, 2010, 2011, 2013

Longmont Genealogical Society Job Description and Procedures

Job Title: BUDGET COMMITTEE - Appointed, Special Committee

Job Description: As per Bylaws
(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Prepare an operating budget for the Society for the following fiscal year.
2. Present this budget to the Board at the January meeting.

Procedures:

1. Form the committee with four members, current and outgoing presidents and treasurers. The president shall appoint other Board members when necessary to meet the quorum.
2. Complete the budget and present it to the Board of Directors for approval prior to the January meeting.
3. Present the approved budget at the January general membership meeting for adoption.

Further details may be obtained from your predecessor
Revised 1995, 1997, 2010, 2011, 2013

Longmont Genealogical Society Job Description and Procedures

Job Title: AUDITOR - Appointed, Special Committee

Job Description: As per Bylaws
(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Conduct an annual audit of the books of the Society prior to the February meeting.
2. Present this report to the Board at the February meeting.

Procedures:

1. Receive the books of the Society from the treasurer and perform a complete audit.
2. Maintain an active liaison with the Board and have audit completed by the February meeting.
3. Provide the treasurer with a written report to be filed with the annual treasurer's report.

Further details may be obtained from your predecessor.
Revised 1995, 1997, 2010, 2011, 2013

Longmont Genealogical Society Job Description and Procedures

Job Title: VICE-PRESIDENT - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules
(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Serve as Program Chair.
2. Assume the duties of the president in the absence of, or at the request of, the President.
3. Plan the January and February programs for the coming year.
4. Assist the president as requested.
5. Provide the Quarterly Editor and Publicity Chair with a calendar of upcoming programs.
6. Attend monthly board meeting.
7. Provide four copies of year-end report to Procedures Chair for distribution.
8. Turn over materials and information pertaining to your office to successor.

Procedures:

1. May appoint assistants to be in charge of the following sub-committees:
 - a. Seminars
 - b. Programs and Speakers for general membership
 - c. Physical arrangements and equipment
2. Receive funds for:
 - a. Speaker honoraria
 - b. Cost of reproducing handouts
 - c. Other expenses
3. Offer the speaker a one-year honorary membership in lieu of a fee

Further details may be obtained from your predecessor
Revised 1995, 1997, 2010, 2011, 2013, 2015

Longmont Genealogical Society Job Description and Procedures

Job Title: SECRETARY - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules
(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Record minutes of Board meetings and general membership meetings.
2. Co-sign legal documents with president.
3. Maintain ready reference file.
5. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Record minutes of Board meetings. Prepare minutes within a week after meeting and email them to board members for their corrections. Correct minutes, if necessary and send to members. Make a copy available at the general membership meeting.
2. Record minutes of general membership meeting, email to Board members for corrections, and make copy available at the general membership meeting.
3. Maintain ready reference file to be available at meetings.
4. Provide four copies of Year-end report to Procedures Chair for distribution.

Ready Reference File:

- Bylaws
- Standing Rules
- Current Budget
- Photocopies of all legal documents
- Renewal dates of all contracts and permits
- Minutes of Board and general membership meetings for current and previous year
- Year-end Reports
- Membership Directory

Further details may be obtained from your predecessor.
Revised 1995, 1997, 2010, 2011, 2013, 2015

Longmont Genealogical Society Job Description and Procedures

Job Title: TREASURER - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules

(www.rootsweb.ancestry.com/~colgs/)

Job Responsibilities:

1. Collect receivables and pay disbursements for the Society.
2. Keep an accurate and complete accounting of income, expenses and assets of the Society.
3. Prepare and furnish a monthly treasurer's report to all Board members prior to the monthly board meetings.
4. Present the monthly treasurer's report at the general membership meeting.
5. Retain records of LGS financial transactions for 5 years, and then destroy old records in a secure manner.
5. Serve on the Budget Committee.
6. Create an annual report and make records available for audit.

Procedures:

1. Pay bills and other expenses within the approved Society budget without board approval.
2. Pay bills up to \$25.00 without Board approval, if the bill is presented within sixty days and represents a bona fide transaction.
3. Pay those amounts to individuals or organizations as may from time to time be approved by vote of the Society Board.
4. Pay facility for meeting room use on day of the meeting.
5. Pay expenses for the printing and mailing of the quarterly, or provide sufficient funds to the quarterly staff as appropriate.
6. Receive funds from the Membership, and Ways and Means Chairs for membership payments and fundraising projects and deposit into Society accounts.
7. Collect funds from refreshment donations after each meeting and deposit into Society accounts.
8. Collect any other funds owed the Society and deposit into Society accounts.
9. Balance books and provide monthly Treasurer's report to Board members by email prior to monthly board meetings.
10. Present Treasurer's report at monthly general membership meetings. (Bring copies to be placed on back table.)
11. Create an Annual Treasurer's Report and provide four copies to the Procedures Chair for distribution at the January Board meeting.
12. Prepare a budget for the following year; present it to the Budget Committee for review, amendment and approval. Present budget as amended and approved by the Budget Committee to the Board at the January meeting, amend as voted on by the Society Board, and make available for presentation to the general membership meeting for approval at the January general membership meeting.
13. Make available to the Audit Committee the financial records of the Society, and report Audit findings and recommendations to the board.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015