

LONGMONT GENEALOGY SOCIETY BOARD MEMBER POSITIONS (14)

Elected Officers: (4)

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

Standing Committees Chairs: (10)

1. Procedures
2. Membership
3. Quarterly Editor
4. Publicity
5. Correspondence
6. Genealogist
7. Ways and Means
8. Historian
9. Education
10. Website Coordinator

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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.*

Appointed Position Job Descriptions (2015)

1. Procedures
2. Membership
3. Quarterly Editor
 - Guidelines for Quarterly Editor
 - Extraction Chair
 - Circulation Manager
 - Ideas for Quarterly Themes
4. Publicity
 - Distribution
5. Correspondence
6. Genealogist
7. Ways and Means
8. Historian
9. Education
10. Website Coordinator
11. Special Committee
 - Refreshments

Longmont Genealogical Society Job Description and Procedures

Job Title: PROCEDURES - Appointed, Standing Committee, Board Member

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

Job Responsibilities:

1. Serve as Parliamentarian for the Society.
2. Maintain, update and distribute the job descriptions to the elected officers and standing committee chairs.
3. Serve as Chair of any committees relating to Bylaws, Standing Rules or Job Descriptions.
4. Administer at Installation of new Officers and Membership Commitment.
5. Track actions completed as a result of motions and discussion and periodically report on status to the board.
5. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Prepare to answer any questions relating to parliamentary procedures. Refer to Robert's Rules of Order, Newly Revised for reference.
2. Select a committee to review Bylaws every three years.
3. Obtain four copies of year-end report from outgoing officers and standing committee chairs.
4. Use information to update job descriptions, then forward the reports to President, Secretary and Historian.
5. Provide Nominating Committee with up-to-date job descriptions by October.
6. Follow the script on the next page for installation of new officers and membership commitment at December General Membership Meeting.

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

Procedure Chair Script for Installation of Officers and Membership Commitment

Officer Installation: As Officers of the Longmont Genealogical Society, it is your responsibility to attend all meetings of the Board of Directors, to provide leadership and direction to the members, to establish goals to be achieved and projects to be completed during the term ahead, to keep records of the board action, to protect and account for the Society's treasury and to report this success to the Society membership. Will each of you accept responsibility as an Officer of the Longmont Genealogical society? If so, answer, "I will."

Membership Commitment: Please stand and take the following oath: Members of our Society, you too have a responsibility, in assuring that these newly installed Officers will have a successful term of office. It is your responsibility to; support Officers in their efforts to fulfill the goals of the Society, attend meetings and events of the Society, graciously accept an invitation to serve on a committee or to perform other volunteer duties and, to offer your ideas to the Officers for Society activities. Will you accept these responsibilities? Please say "I will."

Then congratulate new Officers and turn meeting over to new President to introduce Committee Chairs and conduct further business.

Longmont Genealogical Society Job Description and Procedures

Job title: MEMBERSHIP - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws and Standing Rules

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

Job Responsibilities:

1. Attend monthly meetings of the LGS Board of Directors the first Wednesday of each month. Report membership numbers, bring up any membership issues, be prepared to discuss agenda topics and vote on motions.
2. Attend monthly meetings of the LGS membership the second Wednesday of each month and set up membership table (see procedures).
3. Record membership payments, turn monies over to Treasurer in a timely fashion with list showing who paid and type of membership. File duplicate list in membership records.
4. Keep track of member birthdays and provide current month information to LGS President to announce at monthly membership meetings and also provide list to quarterly editor for inclusion in the publication.
5. Prepare monthly membership report, give President and Historian each a copy.
6. Prepare year-end membership report, giving four copies to Procedures Chair.
7. Maintain membership files.
8. Turn over materials and information pertaining to your office to successor.

Procedures:

1. At monthly membership meetings, manage the membership table, arrive 30 to 40 minutes before start of meeting to set up table, have separate sign-up sheets for members and guests, collect dues, issue receipt for cash payments, provide membership cards, issue name tags to new members, provide blank name tags for guests, provide membership applications for interested guests, report membership numbers to the group, introduce guests, taking the microphone to each one to find out names and places they are researching. At the first three meetings of the year announce that dues should be received by April 1 in order for members to be listed on annual membership roster and to receive issues of our quarterly, "Longmont Heritage", manage monthly door prize drawing.
2. Computer skills needed: knowledge of Microsoft Word and Excel programs, email, and how to backup and access files to a flash drive.
3. All paid members from the previous year will receive the first issue of next year's quarterly. As people join throughout the year, make sure they receive any past issues for that year, the editor to provide extra copies.
4. Anyone becoming a member in the last quarter of the year will have the following year covered by those dues as well.

Further details may be obtained from your predecessor.

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

Longmont Genealogical Society Job Description and Procedures

Job Title: QUARTERLY EDITOR - Appointed, Standing committee, Board Member

Job Description: As per Bylaws and Standing Rules

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

Job Responsibilities:

1. Plan the content of the Longmont Genealogical Society quarterly publication
2. Supervise the production, printing and mailing of Society's quarterly publication
3. Select committee and helpers for the quarterly
4. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Solicit articles which fulfill the objectives of the Society; i.e.:
 - a. How-to articles
 - b. Book reviews
 - c. Extracted records
2. Select articles to be used, edit for consistency of style and tone
3. Appoint reporters to write up summaries of the Society's meetings and other stories of genealogical interest.
4. Obtain information about upcoming meetings from the Program Chair and publicize these in the quarterly.
5. Appoint a member who extracts interesting articles from other publications for inclusion in the quarterly.
6. Appoint an Extractor Chair who will be responsible for extracting genealogical information from local records.
7. Select data entry persons and those who can assist in layout and preparation.
8. Appoint a Circulation Manager who will:
 - a. Select a sub-committee to prepare the quarterly for distribution
 - b. Distribute and/or mail the quarterly
9. Keep back copies of the quarterly
10. Keep file of collected articles for upcoming publications
11. Provide four copies of year-end report to Procedures Chair for distribution

Further details may be obtained from your predecessor

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

Guidelines for the Quarterly Editor

1. Deadlines are for four issues a year, winter, spring, summer and fall. These are usually January, March, July and October.
2. Issue dates may be by month or by season.
3. Plan six months ahead for articles.
4. Desirable content for number of pages should be planned. A goal would be to have 50% extracted records, 10% society news, 10% research tips (from exchange periodicals), 5% book page, 25% human interest.
5. Begin preparation and proofreading of material as it comes in.
6. Two proofreaders are desirable for material at every stage of preparation.
7. Solicit human interest stories from members: how-to, break-through, research tips, reports of conferences and seminars attended.
8. Get completed copy to proofreaders two weeks before mailing date.
9. Index the issue while proofreading is being done.
10. Make corrections from proofreading and prepare master to take to printer.
11. Occasionally call printers to get current prices.
11. Arrange for the Circulation Manager to receive copies in a timely manner.
12. Resources:
 - Any books or articles on desktop publishing
 - Study periodicals of other societies
 - Keep up with genealogy field to see current interests

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

Longmont Genealogical Society
Job Description and Procedures

Job Title: EXTRACTOR CHAIR - Appointed by the Quarterly Editor

Job Responsibilities:

1. Make material available to the editor of the Quarterly in a timely manner
2. Develop a committee that will help access records which may be available to the Society

Procedures:

1. Assess what records in Longmont need to be made available
2. Find the people in charge of records and ask their permission to use them
3. Draw up detailed procedures for working on the records
4. Recruit volunteers to do the extraction
5. Organize the extracts in a manner to make the information readily understood

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

Longmont Genealogical Society
Job Description and Procedures

Job Title: CIRCULATION MANAGER - Appointed by the Quarterly Editor

Job Responsibilities:

1. Prepare copies of quarterly for distribution
2. Distribute quarterlies at general membership meeting
3. Prepare undistributed copies for mailing
4. Turn over materials and information pertaining to your office to successor.

Procedures:

1. If necessary, collate pages of quarterly
2. Obtain address labels from Membership Chair
3. Affix all labels
4. Collect undistributed quarterlies after meeting
5. Obtain necessary funds for stamps from Treasurer
6. Purchase and affix stamps and mail quarterlies in a timely manner

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

Ideas for Quarterly Themes

Profiles of Longmont Pioneers

Early Days of Longmont

Native Americans in the St. Vrain Valley (i.e. Chief Niwot)

Agricultural History and Genealogy

Census Records of the St Vrain Valley

 1860 Nebraska and Kansas Territory

 1870 Colorado Territorial Census

 1880 Colorado State census

Longmont's Early Newspapers

Case Studies of Specific Genealogical Problem Solving

Your Ancestor's Neighborhood: Coordinating Census and Plat Maps

Sanborn Fire Maps and City Directories

Early Fire Brigades of Longmont

Longmont's Colorful Characters

Fraternal Organizations

Longmont and the Grand Army of the Republic (GAR)

Longmont Church History

History of Longmont Schools

The Longmont Museum and Genealogy

Comparing Genealogical Software

Minutes Books of the Longmont City Council

The Chicago-Colorado Colony

Forts of the St. Vrain and South Platte Valleys

Gold Mining in Left Hand Canyon

Early Settlements of Boulder County

Longmont Genealogical Society Job Description and Procedures

Job Title: PUBLICITY - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

(<http://www.rootsweb.ancestry.com/~colgs/>)

Job Responsibilities:

1. Distribute publicity information to area bulletin boards and news organizations. (See attached page.)
2. Assist preparation and distribution of publicity for special events.
3. Submit four copies of an annual end of year report of activities in January to Procedures Chair for forwarding to President, Secretary and Historian.
4. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Collect information for publicity, prepare and distribute to community bulletin boards, local newspapers and public radio. (See attached page.)
2. Follow published guidelines for submission to newspaper. (See attached.)
3. Provide Historian with copies of all publicized Society activities.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2011, 2013, 2015

LGS Publicity - Distribution of Program Announcements

Electronic calendar of activities:

<http://www.50plusmarketplaceneeds.com/local-events> (50+ Marketplace)

Note: Submission must be posted before the 10th of the previous month to be in the upcoming monthly publication. (e.g. before the 10th of August for the September issue)

<http://dailycamera.biz/machform/view.php?id=1251> (Prairie Mountain Media Calendar)

Note: This website will allow you to submit to the Times-Call, boulder Camera, and three other newspapers. In the "additional Comments" box on the submission page ask that the posting appear in the "Weekly Clubs and Organizations Calendar" and "Things To Do" calendars.

Currently no password is needed to submit materials.

Old User Name – rvantuinen

Old Password - xxxxxxxxxx

<http://calendar.denverpost.com/listings>

Note: Click on the "creat Your Event" to get to the submission page. No password is needed.

Old User Name – LmontGenSoc

Old Password – xxxxxxxxxx

Deliver Poster Notices - one each:

LGS History File

% LGS Historian

Longmont Senior Center Bulletin Board

Longmont Public Library

Put in basket by checkout desk

Longmont Community Radio, KGUD

% George Baskos

Longmont Community Television, Channel 3 TV

% Tim Chaffin

Village Place Apartments

% Florence Hill

The Lodge at Hover Crossing

% Jennive Lawrence

Regent (2 posters) (2210 Main Street)

Longmont History Museum

Front Desk or Bulletin Board

Deliver the following four to 17th & Alpine location:

Longmont Family History Center

Longmont LDS Stake Center

LDS Left Hand Creek Ward

% Diana Ornstead, FHC

LDS Longs Peak Ward, Lyons

% Win & Pat Knechtel, FHC

Send Poster Notice via U.S. Mail to:

Frederick/Firestone LDS Ward/Community

% Patti Kier

6247 Saddleback Ave.

Firestone, CO 80520

Berthoud Community Library District

Berthoud Community Library District

236 Welch Avenue

Berthoud, CO 80513

% Jennifer Miller

Send Poster by Mail (Continued)

Mead Senior Center

Mead Senior Director,
% Barbara Currie
10486 Autumn Street,
Firestone, CO
80504

Send Poster Notice via email to:

Longmont Recreation Center

Tanglewood Apartments

% Walt Akeson,
wakeson@earthlink.net
% tanglewood@qwestoffice.net

Longmont Genealogical Society Job Description and Procedures

Job title: CORRESPONDENCE - Appointed, Standing Committee, Board Member

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

Job Responsibilities:

1. Pick up and distribute mail.
2. Maintain log of Society correspondence.
3. Send courtesy cards and notes.
4. Store LGS inventory of cemetery books and CDs
5. Mail books and CDs as required for filling orders
6. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Pick up mail regularly at Ace Hardware Post Office Sub-Station.
2. Distribute mail to appropriate Society member.
3. Maintain a file of Society correspondence including:
 - a. Date of mail pickup.
 - b. Name and address of sender, contents, name of person to whom mail delivered.
 - c. Date of distribution.
4. Prepare courtesy, sympathy, get well cards, notes, recognitions.
5. Submit bill to Treasurer for stamps, stationary and cards.
6. Submit monthly report copy to President Historian, and to the back-table for monthly general membership meetings.
7. Maintain copy of monthly reports and annual reports in binder.
8. Deliver publications, as appropriate, to the Family History Center library.
9. When orders for books or CDs are received; mail item to fill order and give funds to the Treasurer.
10. When inventory of CD becomes low, request person responsible for CDs to make more. If book inventory becomes low, bring up to Board so that a decision on additional printing can be made.
11. Submit four copies of annual end of year report of activities to Procedures Chair in January to be forwarded to President, Secretary and Historian.

Further details may be obtained from your predecessor.

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

Longmont Genealogical Society Job Description and Procedures

Job Title: GENEALOGIST - Appointed, Standing Committee, Board Member.

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

Job Responsibilities:

1. Serves in a counseling and advisory capacity as needed by the Society.
2. Respond to genealogical queries in a timely manner in accordance with the Research Request Policy.
3. Maintain a log of all queries, correspondence and donations.
4. Submit four copies of an annual end of year report of activities in January to Procedures Chair for forwarding to President, Secretary and Historian.
5. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Prepare a form outlining Society's Research Request Policy to be sent to inquirers.
2. Maintain a list of local genealogists willing to do research.

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

Longmont Genealogical Society
Job Description and Procedures

Job Title: WAYS AND MEANS - Appointed, Standing Committee, Board Member

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

Job Responsibilities:

1. Coordinate all fundraising activities
2. Appoint a fundraising committee to assist in decisions and plans
3. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Submit plans for fundraising project for Board approval
2. Make periodic reports on these projects to the Board
3. Recruit volunteer help for each fundraising activity
4. Work with Publicity Chair
5. Submit an accounting of expenses and receipts to the Board
6. Keep record of activities, i.e.:
 - a. Description of fundraising activities
 - b. List of persons who helped
 - c. Suggestions and recommendations for next year's Chair
7. Provide four copies of year-end report to Procedures Chair for distribution.

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

Longmont Genealogical Society Job Description and Procedures

Job title: HISTORIAN - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

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

Job Responsibilities:

1. Serve as custodian of all Society records and files which are no longer needed by officers and chairs.
2. Maintain the Society scrapbooks.
3. Provide four copies of year-end report to Procedures Chair for distribution.
4. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Maintain Records File:
 - a. Keep minutes for five years
 - b. Keep officer and committee reports for five years
 - c. Keep one copy of each Quarterly in a permanent file
 - d. Keep extra copies of each Quarterly for two years
2. May photograph meetings, speakers and special events for scrapbook
3. Collect and preserve all items of historical interest to the Society

Records File:

1. Auditor's and Treasurer's reports
2. Incorporation papers
3. Minutes of meetings
4. Quarterlies
5. Officer and Standing Committee reports

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

Longmont Genealogical Society
Job Description and Procedures

Job title: EDUCATION - Appointed, Standing Committee, Board Member

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

Job Responsibilities:

1. Advise and work with beginners.
2. Work with the Program Chair and Genealogist to conduct workshops and other educational activities.
3. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Contact beginners and new members to ascertain their needs.
2. Periodically poll members to determine areas of interest and current needs.
3. Submit four copies of annual end of year report of activities to Procedures Chair in January to be forwarded to President, Secretary and Historian.

Further details may be obtained from your predecessor.
Board approved 1995, 1997, 2011, 2013, 2015

Longmont Genealogical Society Job Description and Procedures

Job Title: WEBSITE COORDINATOR - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

(<http://www.rootsweb.ancestry.com/~colgs/>)

Job Responsibilities:

1. Shall be responsible for website creation and maintenance.
2. Attend monthly board meetings and report on site updates.
3. Receive recommendations from the board as to content of the website. The website should always reflect the goals and philosophy of the society, not individual preferences, however, creativity should not be stifled.
4. Publicize website through the Quarterly, search engines, mailing lists and other means as appropriate.
5. Submit four copies of an annual end of year report of activities in January to Procedures Chair for forwarding to President, Secretary and Historian.
6. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Assist in or direct website design and functionality.
2. Update Society information on website at least quarterly.
3. Publicize the website.
4. Receive, format and upload information received from the LGS Board that has been approved.
5. Keep a record of website host communications and update information to and from them.
6. Keep password and other information necessary to operate website.
7. Computer Software is to be purchased, registered and owned by the Society and given to person who does the actual page construction and maintenance. Society shall purchase periodic upgrades or a new website creation program when needed.

Further details may be obtained from your predecessor.

Board approved 1995, 1997, 2000, 2011, 2013

Longmont Genealogical Society
Job Description and Procedures

Job Title: SPECIAL COMMITTEE - REFRESHMENTS - (Requires Two Individuals)
(Not a Board Position)

Job Description, Responsibilities and Procedures:
(<http://www.rootsweb.ancestry.com/~colgs/>)

Two individuals recommended; they may share or divide responsibilities at their discretion.

1. Purchase items as needed - (coffee, filters, ice, tea, paper products, creamer, sweeteners, etc.)
2. Submit purchase receipts to the Society Treasurer for reimbursement.
3. Pass refreshment volunteer clipboard around at monthly meetings as needed (planning at least 3 months ahead is recommended). Six volunteers seem to produce enough treats for a meeting.
4. 2 - 3 Days before the monthly meeting call the 6 refreshment volunteers for that month as a reminder. (E-mails reminders might be a future consideration.) December and July are pot-luck months so there is no need for refreshment volunteers for those months.
5. The church is allowing the group to use their large coffee makers but use our own coffee. Suggest making the 2 urns during cool months.
6. Make hot water in the Society coffee pot (kept in the LGS pantry) and 1 -2 container of iced water and or lemonade.
7. Set up coffee/tea bar. We can use the church utensils, trays, etc. as long as they are returned clean.
8. Set up the refreshment table. At normal monthly meeting, one table is adequate but for the pot-lucks 2 tables are needed one for entrees and one for desserts. Decorations on the tables are optional but always add to the festivities.
9. During the meeting check the urns and pitchers to see if they need refilling.
10. After the meeting clean up the kitchen placing all mugs and utensils in the dishwasher. Check the meeting tables for dirty mugs and paper products. If the washer is full, turn it on. The church has said we can leave any leftover coffee in the urns for the use later.
11. The refreshment donation money should be given to the Society Treasurer.

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