

Longmont Genealogical Society Job Description and Procedures

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

Job Description: As per Bylaws and Standing Rules

Web Site: longmontgenealogicalsociety.org

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, and to the back-table for monthly general membership meetings.
7. Maintain copy of monthly reports and annual reports in binder.
8. Deliver the NGS Magazine to the President and leave other received Genealogical Publications on the back table for the General Membership.
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 the annual end of year report of activities to the Procedures Chair.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018