

## **Longmont Genealogical Society Job Description and Procedures**

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

Job Description: As per Bylaws

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

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 all members to ascertain their needs.
2. Periodically poll members to determine areas of interest and current needs.
3. Submit an email of the annual end of year report of activities to Procedures Chair to be forwarded to President, Secretary and Historian.

Further details may be obtained from your predecessor.

Board approved 1995, 1997, 2011, 2013, 2015, 2018