

Longmont Genealogical Society Job Description and Procedures

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

Job Description: As per Bylaws and Standing Rules

Web Site: longmontgenealogicalsociety.org

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 via email the annual end of year report of activities in January to the 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, 2018