

Longmont Genealogical Society Job Description and Procedures

Job Title: PRESIDENT - Elected Officer, Board Member
Job Description: As per Bylaws and Standing Rules

<http://longmontgenealogicalsociety.org/>

Job Responsibilities:

1. Preside at all meetings of the Society and the Board of Directors.
2. Prepare monthly Board Meeting and General Meeting Agendas.
3. Consult with Nominating Committee and appoint chairs for standing committees.
4. Follow up on actions pending due to motions and discussion and request monthly status reports.
5. Attend quarterly CCGS meetings or appoint a delegate. President or delegate prepare and submit quarterly and annual reports.
6. Appoint delegates for FGS and NGS.
7. Appoint a Budget Committee to prepare a budget for the following year.
8. Maintain an active liaison with responsible parties at the Society's meeting places and with the Family History Center.
9. Respond to mail forwarded by the Corresponding Secretary.
10. Write a "President's letter" for each issue of the Longmont Heritage quarterly.
11. Co-sign legal documents with the Treasurer
12. Email a copy of the President's year-end report to the Procedures Chair for distribution.
13. 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. Give a copy of the Board and General Meeting agendas to the secretary before each meeting.
3. Convene the budget committee in December. Present the new budget to the Board for approval in January. Present the new budget to the general membership for adoption at the January meeting.
4. The President, or appointed delegate, should prepare the LGS quarterly report in January, April, July & October and the annual report in January. Submit copies to the Secretary of CCGS. Copies should be emailed if unable to attend a meeting.
5. At Board and General Membership meetings read notices of upcoming seminars and conferences. Include the notices in monthly meeting announcements and make photocopies to be placed on the back table at General Membership meetings.
6. Banking:
As soon as possible following the election of officers, the current President and Treasurer should arrange to add the incoming President and Treasurer's names to LGS bank accounts and Certificates of Deposit.
 - a. Checking Account: 1st Bank – Incoming President and current Treasurer, or current President and incoming Treasurer; take checking account checkbook and/or statements,

identification for person to be added as signatory, and a copy of the December General meeting minutes to the bank.

b. C'D's: Security First Federal Credit Union – Incoming President and current Treasurer, or current President and incoming Treasurer; take Society's copies of the CDs, identification for the incoming officer to be added as signatory, and a copy of the December General Meeting Minutes to the bank.

* These procedures may change if the Society changes to different Banks and if banks change their requirements.

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 and previous years.
- Membership file for the current and previous years.
- Annual reports of Officers and Committees for the current and previous years.
- Minutes of Board and general membership meetings for current and previous years.

Further details may be obtained from your predecessor.
Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018

Order of Procedure for General Membership Meeting: Welcoming of guests and members:

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, 2018

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Job Title: BUDGET COMMITTEE – Appointed Committee Job Description: As per Bylaws

<http://longmontgenealogicalsociety.org/>

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.

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Job Title: AUDITOR – Appointed Committee

Job Description: As per Bylaws
(longmontgenealogicalsociety.org)

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, 2018