

Longmont Genealogical Society Job Description and Procedures

Job Title: QUARTERLY EDITOR – Appointed, Standing Committee, Board Member

Job Description: As per Bylaws and Standing Rules

Web Site: longmontgenealogicasociety.org

Job Responsibilities:

1. Comply with published Newsletter Policies.
2. Publish received items that conform to published Newsletter Policies.
3. Quarterly write letter from editor, compose newsletter, deliver to printer, pick up from printer, affix mailing labels, deliver printed copies to membership meeting, and email copies to email-only members.
4. Solicit suitable submissions from members and others. This includes birthday list from membership person and LGS President's letter.
5. Coordinate with LGS members who prepare mailing labels and who mail printed copies.

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. Email the year-end report to the Procedures Chair for distribution to the President, Secretary, and Historian

Further details may be obtained from your predecessor.

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

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

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Revised 1995, 1997, 2010, 2011, 2018

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, 2018

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, 2018

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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