



Rochester Genealogical Society, Inc.

POLICIES & PROCEDURES

MANUAL

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Change History

Version #	Change Date	What Changed?	Page or §	By whom
-	12/25/2007	Incorporated changes form RGS meeting officers.		J. Allen
-	4/30/2007	Incorporated committee changes.		J. Allen
-	6/30/2008	General changes		J. Allen
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This document is designed to print in duplex in order to conserve paper.

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Policies & Procedures

1 Purpose:

To document the policies, procedures, common practices, precedence, and traditions of the Rochester Genealogical Society, Inc. (RGS). This document contains details about operations of the organization that are not appropriate for the By-laws,

This document is approved by the Board of Directors and will be updated from time to time.

2 Definitions and Abbreviations:

CIG -	Computer Interest Group
Member in Good Standing -	A member in who has paid dues, fulfills membership requirements, and conducts business within the By-laws of the Society and the Code of Ethics in Section 7.
PPM -	Policies and Procedures Manual
Policy -	A principle that guides the action of the organization
Procedure -	The steps of process used to carry out a policy.

3 Overview:

This Policy and Procedure (P&P) document is intended to be consistent with the RGS By-laws, and all laws and regulations that apply to the Society. In case of conflict, the By-laws of the Society, Federal, State, and local laws and regulations take precedence over this document.

Sections 4 and 5 cover generic policies and procedures. However, most policies and procedures are distributed within the position descriptions, (sections 6 and 7) to provide continuity and context. P&Ps are cross-indexed in the “Index of Policies and Procedures”.

Section 7 contains a Code of Ethics for the Society and its members.

The names of each current Director, Officer, Chair and Liaison are published annually in the Society’s newsletter.

4 Policies:

4.1 Hierarchy

In cases of necessity, the Officers of the Society shall replace each other in the following hierarchy, except as alternatively provided by the By-laws.

Such cases may be upon the resignation, dismissal, death or long-term disability or other inability of the President to serve until the Board of Directors appoints an interim President or a new President is elected.

- President
- First Vice President
- Second Vice President
- Treasurer

- Recording Secretary
- Directors of the Board by majority consent

4.2 Dues

Dues for the following membership year shall be due by June 30th (By-laws section 3.3).

Late-paying members will receive the Fall Newsletter with a special final reminder that their membership has expired. Partial payment of dues will not be accepted.

New members who join after April 1 may have their dues applied to the following membership year.

The Membership Secretary may use his/her discretion, based on the circumstances, to resolve dues issues.

4.3 Membership

A “Member in good standing” has paid dues, fulfills membership requirements, and conducts business within the By-laws of the Society and complies with the Code of Ethics (see Section 7). Such members will receive the Society Newsletter, be able to participate in Society activities and vote on Society business.

A member not adhering to the Code of Ethics and reasonable behavior may be asked to leave a Society activity by any Society officer and revocation of membership may be imposed by the President or Vice Presidents. Appeals by the member may be made to the Board of Directors. If the revocation is uncontested or is ratified by the BoD, the society is not required to refund dues or activity fees.

The BoD will notify all officers and the appropriate committee chairs, such as Membership and Newsletter chairpersons.

The President or Vice president may deputize a Sergeant at Arms or local law enforcement if necessary to ensure the safety of the member, the membership, officers; the Society’s program or the meeting facilities.

4.4 Speaker’s Fees

Solicitation by a speaker to sell a service or product is only allowed by permission from the President, First Vice President or if advertised in advance for the benefit of the Society’s members.

Generally, RGS members do not receive compensation for speaking at Society meetings.

Generally mini-workshop speakers are not paid but there are exceptions to this rule especially if the speaker asks to be paid.

Outside local speakers generally get \$100 and if not local, the Society will also pay travel expenses, which generally include mileage and hotel. If the speaker demands more, the Society can budget for the expense but the traditional maximum has been \$250. If the speaker’s fees are \$600 or more (excluding travel costs), obtain a W2 form from the speaker before making the payment. This allows the Treasurer to make sure the information is available to file any necessary tax form(s) (e.g.: form 1099MISC.).

The Society may also host, and fund, dinner for nationally prominent speakers, including the Society’s President, and First Vice-President. The Board, as part of the budget, must approve this arrangement in advance. All members of the Board, their spouses and the spouses of the President and First Vice-President may also be invited to attend the dinner at their own expense.

The President must approve the expensed entertainment of speakers, guest and liaisons for RGS business in advance. If it involves the President, either Vice President should approve the expense.

See the First Vice President's role section for more information about the speaker process.

4.5 Press, Public or Printed Coverage

In general, only the President and Vice Presidents are permitted to speak or make statements on behalf of the Society

The exceptions are explained in the job descriptions in Section 6, notably for the Secretary and for program coordinators.

4.6 Assets

The Society's assets, such as digital projectors and laptops may be used by members of the Society, for Society business and promotion of genealogy, such as meetings and educational presentations. Equipment may not be loaned to non-members or external organizations except as authorized by the Board.

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5 Procedures:

5.1 Operation of Meetings

Meetings of the Society will be conducted in accordance with Roberts Rules of Order (using the most current version).

5.2 Liaisons

Liaisons may be proposed by a member of the Society to represent RGS to other organizations, or by other organizations to the RGS. Reciprocal Liaisons are recommended and may be the same person.

The Board establishes liaisons; however, the positions may be filled by the President (see By-laws section 6.2).

5.3 Consultants

Consultants are members, speakers or approved volunteers who are available to answer genealogical questions during Society meetings. Introduction of the consultant and an explanation of their function and availability during the meeting should be made during the meeting's opening remarks.

5.4 Travel Programs

Proposals for Travel programs should be submitted to and approved by the Board. Proposals should include a budget and risk assessment. Upon approval, a coordinator shall be appointed by and report to the President.

5.5 Use of Membership Lists

The Society mailing, membership and other such lists are considered the property of the Society and may not be used for any personal or commercial purpose unless approved by the Board of Directors. Violation of this policy should be made known to any officer.

5.6 Budget & Finance

1. All Society checks over \$500 shall be co-signed by the President and Treasurer.
2. The Treasurer shall sign all Society checks payable to the President, or a relative of the President. The President shall sign all Society checks payable to the Treasurer, or a relative of the Treasurer.
3. Society-related expenses incurred by an officer or member shall be submitted promptly to the Treasurer for reimbursement, accompanied by a completed reimbursement form, receipts, and any other documentation requested by the Treasurer.
4. Use the Society tax-exempt forms when possible, but only for Society business.

5. Monies collected or received by any officer or member for any Society-related purpose shall be submitted promptly to the Treasurer for deposit to the Society's account, accompanied by any documentation or explanation requested by the Treasurer.
6. The Board of Directors must approve in advance all non-budgeted expenditures exceeding \$100, and all expenditures exceeding \$1,000.

5.7 Records

Records are retained at the following schedule:

- | | |
|---|----------------------------------|
| • Minutes, and reports such as Treasurer reports, | Archive (Recording Secretary) |
| • Board Resolutions | Archive (Recording Secretary) |
| • Agenda | 1 year |
| • Handouts | Not necessary to retain. Discard |
| • Committee Reports | 7 years |
| • Expense Reports | 7 years |
| • Budgets | 7 years |
| • Asset Inventory | 7 years (updated annually) |

5.8 Updates to this document

To update Policies and Procedures Manual (PPM), submit the request with the suggested changes to the Board.

The President may then ask the secretary or an ad hoc committee to make the changes and notify the leadership of the updates.

Positions, Roles and Responsibilities:

For a list of positions, see the Table of Contents. For a keyword cross-referenced list of roles, responsibility, policy or procedure reference, please see the Section Index.

5.9 Officers

5.9.1 Primary Duties as Stated in the By-laws:

The officers shall be elected by the members of the Society at the annual meeting for a term of two (2) years or until their successors are duly elected and installed, The term of each officer commences on July 1st following the election and terminates on June 30th of their last year. In odd-numbered years the President, Recording Secretary, Corresponding Secretary, and the Second Vice-President will stand for election. In even-numbered years the remaining officers of the Society will stand for election.

5.9.2 Duties Common to Officers:

Some of the duties of the Officers are common to each position. In order to reduce the size and redundancy of the Officer's positions, common duties and expectations have been collected and summarized here.

5.9.3 Roles & Specific Activities:

1. Attend the Society and all Board meetings
2. Notify the President if not able to attend a meeting and arrange for a representative if appropriate.
3. Submit budget requests a month before the start of each fiscal year (June) or as requested by the Board or Treasurer.
4. Perform duties from time to time as requested by the President
5. Submit reports for Board meetings, as requested by the President.
6. Make suggestions to the First Vice President concerning future programs.
7. Set the professional tone for the Society.
8. Conduct themselves in a pleasant, cordial, polite, collegial manner.
9. Make an effort to personally meet new and perspective members during meetings.
10. Attempt to resolve conflicts between or among members of the Society.
11. Enforce the policy that mailing, email and membership lists are only for Society uses and member information should be treated as confidential.
12. Maintain their roles and responsibility chapter (section 6.2 and above) as appropriate.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.10 President

5.10.1 Primary Duties as Stated in the By-laws:

The President is the Chief Executive Officer of the Society and Chairperson of the Board of Directors; presides at meetings of the membership and the Board of Directors; assigns and coordinates work of officers, Directors and Committees of the Society; designates chairmen and appoints members to standing, special and ad-hoc committees; is the alternate signer on all Society financial accounts; is the officer authorized to negotiate and execute contracts for the Society; may approve all non-budgeted expenditures up to \$100.00 and periodically reports on the state of the Society to the members and/or the Board of Directors.

5.10.2 Roles & Specific Activities:

1. See "Duties Common to Officers".

Governance - Society:

2. Runs the membership meetings:
 - Determines the agenda for each business meeting of the Society
 - Solicits announcement items from all Officers, Committee Chairs, and Liaisons at least one week prior to membership meetings.
 - Prepares the Meeting Plan for each membership meeting. A copy of the meeting plan is provided to the Recording Secretary (if minutes are to be recorded) and to the First Vice President sometime prior to each such meeting. It may also be convenient for the President to provide a copy of the meeting plan in advance to the person who will be operating the computer projector at the membership meeting.
 - Expedites the business portion of the membership meetings by presenting all announcements (except for the responsibilities of the Nominating Committee).
 - Recognizes Officers, Chairs, and Liaisons at the first meeting of the year and thereafter will limit recognition to those for whom announcements are being made in order to save time.
 - Starts the business meeting promptly at 7:30 p.m., and limits the announcements and reports to less than 15 minutes.
 - Welcomes and calls for the recognition of first-time visitors, guests and new members at the end of the business meeting.
 - Opens floor for questions, comments, and suggestions from the membership following the welcoming. The main speaker presentation should begin by 8:00 p.m.
3. Provides a copy of the agenda to the Recording Secretary, the First Vice President, and others as needed at the beginning of the meeting.
4. Presides at each meeting. During the meeting, he/she presents the "President's Report"
5. Appoints the Nominating Committee chairperson and at least two other members (see By-laws). This should be done each year prior to the March membership meeting. The chairperson conducts

the election of officers during the Annual Meeting, which is held during the membership meeting each May.

6. Appoints the chairmen of the Standing and Special Committees. This should be done each year prior to the September membership meeting.
7. Appoints Liaisons and Representatives (including DAR, SAR, Family History Center and NYSCOGO).
8. Appoints the chairmen of ad-hoc committees, and he/she may appoint the chairmen of special interest groups.
9. Appoints, together with the Board of Directors, the person who conducts the annual audit. When the audit is completed, a copy should be provided to each Board member.
10. Recommends temporary replacements for any vacancy in any elected office and brings the recommendation to the Board for approval by vote.
11. Writes the “President’s Message” for each issue of the Society Newsletter. This is done four times each year. The deadline for submission of the “President’s Message” is set by the Society Newsletter’s Editor. Usually, the President sends a personal “Message” to the Editor electronically. The “President’s Message” may consist entirely of news about the Society, or it may be of a more general nature.
12. Presents a “President’s Report” during the Board meeting, which may contain information about correspondence that was received since the previous meeting and other important matters. The President should make the general membership aware of upcoming Board meetings.
13. Provides new officers with an up-to-date copy of the Society’s By-laws.
14. Updates the name of an incoming President on all of the Society’s financial accounts, so that President can be an alternate signer on all of the accounts. See the Treasurer’s responsibilities.
15. Negotiates and signs all Society contracts. For example, the President signs the contract with Asbury First United Methodist Church for the use of Fellowship Hall. This is done on a calendar-year basis, not a fiscal year, basis. Usually, the Society has general membership meetings in the Church on the third Thursday of September, October, November, January, February, March, April, and May. The President must know the name and phone number of the contact person at the Church.
16. Determines whether general membership meetings and Board meetings are to be cancelled due to inclement weather. If a membership meeting is to be cancelled, the President is responsible for notifying WHAM radio, 1180 AM, and in order to do this, the President must know the password assigned to the Society by the station. In such a situation the President should also be in direct contact with the person who knows how to change the Society’s recorded telephone messages.
17. Speaks for the Society in press, public or printed forums. The President is the main representative of the Society to the general public. If and when the President receives inquiries (though phone calls, e-mail, letters, or in other ways) about the Society, the President should answer these questions to the best of his/her ability. In some cases the President should refer the party to some other knowledgeable individuals. The President may sometimes respond to questions about the Society asked by the press, and may appear on the radio or television on behalf of the Society.

Governance – Board of Directors:

18. Calls Board meetings. See section 5.6 & 5.7 of the By-laws, which specifies that meetings of the Board of Directors be called at least once during each fiscal year. If it is convenient, the Board members are notified electronically. The President must make sure that a meeting place is reserved in advance for each Board meeting. If, for example, the Board meets at a room in the LDS Church on Westfall Road, the President must know the name and phone number of the contact person there.
19. Meetings of the Society will be conducted in accordance with Roberts Rules of Order (using the most current version), the Society By-laws and Policies and Procedures
20. The President shall solicit agenda items from the members of the Board prior to the meeting.
21. The President shall provide a copy of the meeting agenda to all Board meeting attendees at least one day prior to the meeting, preferably by e-mail.
22. Board of Directors meetings will follow the basic format of:
 - Call to order and welcome
 - Request for report of quorum
 - Officer's reports for those in attendance
 - Committee Chair reports for those attending
 - Old Business
 - New Business
 - Agreement for date of the next Board Meeting
 - Adjournment.

Financial:

23. Checks with the Treasurer to make certain that the Society has current liability insurance and fidelity bonds.
24. Does best to make sure that the Society operates within its budget. Should be thoroughly familiar with the budget itself and with the reports given to the President periodically by the Treasurer. Should also be aware of the part of the annual audit that deals with inventory. The President should know the locations of the most expensive items owned by the Society such as the computer projector, the overhead projector, the sound system, and so on.
25. Checks with the Treasurer to make sure that the Society maintains the memberships that have been budgeted. For example, at present the Society belongs to NYSCOGO and to the Federation of Genealogical Societies.
26. Coordinates the Society's annual gift(s) to organizations.
27. Knows the Society's Tax Exempt Number and the Society's Tax Identification Number. The President should be aware of the fact that the Treasurer keeps the Society's incorporation papers, and know all of the account passwords.
28. Is aware of the fact that the Society has an account with the Genealogical Publishing Company, Baltimore, Maryland, which gives the Society a discount.
29. Responds appropriately to those who wish to make gifts to the Society, whether the Society is able to accept them or not. If, for example, someone wishes to donate books to the Society, the President might suggest that the books be put into the Society's official repository, which is the Rochester Central Library, Local History Department or given to some other repository such as the Westfall Road Family History Center or the Ogden Farmers' Library. In some cases it might

be necessary for the President to politely decline the gift. The President sometimes writes "thank you" notes acknowledging gifts to the Society.

Quality Improvement:

30. Is aware of and suggests periodically that certain persons be recognized by the Society with declarations, plaques or other mementoes and manages the process. Looks for ways to improve quality and reputation of the organization.
31. Attempts to attend all CIG Meetings and makes announcements. If possible, also attends meetings of the Education Committee.
32. Attempts to read or delegate the reading of obituary notices in the newspaper to see if members of the Society or relatives of members have died. In some cases it may be appropriate for the President or Society to send sympathy cards and/or to inform the membership about these deaths.
33. Sets the tone for the Society by his/her own demeanor. He/she should conduct himself/herself in a pleasant, cordial, polite, collegial manner. If there are conflicts between or among members of the Society, he/she should do his/her best to resolve them.
34. Makes sure that certain special projects of the Society are brought to fruition.
35. Encourages all persons with Society responsibilities actually to do their jobs. If an officer, activity chair, liaison, etc., is habitually lax in attending to their duties, the President should take appropriate action.

Safety:

36. Both the President and the First Vice President should have an evacuation plan in place in case an emergency arises such as a fire. An announcement of the nearby exits may be made at the beginning of the meeting. It is also probably a good idea for them to have considered what they will do if someone at the meeting requires immediate medical care. In this latter situation someone with a cell phone should be asked to dial 911, and the President or the First Vice President should ask if there is someone present with the necessary medical training to provide immediate assistance. Because of the outside possibility that no one at the meeting has a cell phone, the President and the Vice President for Program should know the location of the nearest telephone at the meeting place.

Section Revision Date: 30 April 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.11 First Vice President (Program Chair)

5.11.1 Primary Duties as Stated in the By-laws:

The First Vice President develops, plans, schedules and manages the program for regular meetings of the Society; assures that the program plan receives the prior approval of the Board of Directors; chairs and appoints members to the program planning committee; prepares and administers the Program portion of the Society budget; performs such other duties as may be assigned from time to time by the President or the Board of Directors; serves as chairperson of membership and Board of Directors meetings in the temporary absence of the President and serves as Acting President upon the resignation, dismissal, death or long-term disability or other inability of the President to serve until the Board of Directors appoints an interim President or a new President is elected.

5.11.2 Roles & Specific Activities:

1. See Duties Common to Officers.
2. Determines the schedule of membership meetings for the entire year. Usually, these are the third Thursdays of September, October, November, January, February, March, April, May, and June. Every attempt should be made to avoid conflicts with major holidays. The June meeting is a picnic/outing. It is the President's responsibility to reserve the meeting room (e.g. the Fellowship Hall of the Asbury First United Methodist Church). Nonetheless, the First Vice President must work with the President to agree on the dates of the meetings. The First Vice President must also inform the Newsletter editor with regard to the meeting dates.
3. Submits a budget request at the Board meeting before the beginning of the fiscal year in June. Some of the anticipated expenses will be:
 - honoraria for speakers
 - photocopying of handouts
 - long-distance phone calls
 - postage, etc.

The Society can usually afford to bring at least two nationally known genealogists to Rochester per year.

4. Helps the Treasurer annually update the equipment inventory. It should include who has possession of the equipment.
5. May organize research trips to Albany, Boston, Fort Wayne, Washington, D.C., Salt Lake City, or other such places with extensive genealogical resources. If desired, the responsibility of organizing these trips may be delegated to others.

5. The First Vice President may join the Society's Education Committee. Typically, the members of the Education Committee are able to suggest high-quality speakers and programs.
6. Puts together a Program Committee. Also, the Education Committee might be able to function as a Program Committee.
7. Constantly is on the lookout for possible speakers.
 - Sometimes there are stories in local newspapers such as the Democrat and Chronicle that will give the First Vice President good ideas.
 - Almost inevitably, suggestions will come from Society members, some of which may turn out to be excellent, but the First Vice President must be able to reject (politely, of course) suggestions that do not measure up to the Society's high standards.
 - Speakers can be found in the programs of national conferences such as the Federation of Genealogical Societies or the National Genealogical Society and in genealogical periodicals.
 - Suitable speakers can also be found in an up-to-date copy of the Directory of Professional Genealogists published by the Association of Professional Genealogists.
 - There are also numerous high-caliber speakers at area colleges and universities.
 - Other societies can also be a good source for ideas about programs and speakers such as the Western New York Genealogical Society in Buffalo or the Central New York Genealogical Society in Syracuse.
 - It may be advisable to begin the year in September with a particularly dynamic, well-known speaker. Because of the possibility of inclement weather in the winter months, it is probably wise to schedule speakers for the January and February meetings who live in Rochester or at least close by.
8. Before each membership meeting the First Vice President should:
 - Request the speaker to bring/send a copy of the presentation to the Webmaster, if (s)he agrees.
9. At each membership meeting the First Vice President:
 - If not already done before the meeting, introduces the speaker to the Audio Librarian to obtain permission for the presentation to be recorded.
 - Opens the meeting.
 - Announce that this is a meeting of the Rochester Genealogical Society, and tells his/her own name and office in the Society.
 - Introduce both the mini-workshop speaker and the main speaker. It is probably wise to have written out these introductions in advance. Sometimes these introductions can be similar to, or the same as those already sent to the Publicity Chair.
 - Control the lighting during the speakers' presentations. Sometimes it is beneficial to dim the lights.
 - Assist the speaker to attach the lapel microphone, and makes sure that all microphones (whether portable or stationary) are working and that they are retrieved after the presentation.
 - Passes the microphone to first-time visitors when the President asks them to identify themselves. Recruiting a second person to assist passing the second microphone on the other side of the room is helpful and should be arranged in advance.
 - Make appropriate announcement(s) concerning the program for the next meeting.
 - Conducts the drawing for the Book Distribution Program, usually inviting the main speaker to draw the first ticket.
10. Both the President and the First Vice President should have an evacuation plan in place in case an emergency arises such as a fire. An announcement of the nearby exits may be made at the beginning of the meeting. It is also probably a good idea for them to have considered what they will do if someone at the meeting requires immediate medical care. In this latter situation someone with a cell phone should be asked to dial 911, and the President or the Vice President for Program should ask if there is someone present with the necessary medical training to provide immediate assistance.

Because of the outside possibility that no one at the meeting has a cell phone, the President and the First Vice President should know the location of the nearest telephone at the meeting place.

11. Encourages everyone to leave the Fellowship Hall by 10:00 p.m. or per the meeting room contract (as is the case with the Asbury First United Methodist Church).
12. Keeps a list of old programs. The current list contains the titles of programs and the names of their presenters going back to September 1985. This and other relevant material should be passed on to the successor. The First Vice President should try to assist successors as much as possible, including making suggestions for possible future programs.
13. Invites all of the speakers. Most often, there is a mini workshop and a main program at each membership meeting. No mini workshop is needed when a national speaker is scheduled, usually in April. Therefore nine main speakers and eight mini workshops are required for the year, if one is required for the picnic/outing. Otherwise eight speakers, and seven mini workshop speakers are required. The First Vice President is responsible for and must consider the following:
 - When contacting a prospective speaker, asks about the speaker's availability, willingness, etc.
 - The situation should be clarified with regard to the honorarium (see section 5.3).
 - When the main speaker comes from out of town, a certain amount of negotiation is required.
 - To some extent, the amount paid depends on what the speaker requests.
 - A professional genealogist who comes a great distance would normally be paid quite a lot more than a nonprofessional who comes a relatively short distance.
 - The Society might even pay as much as \$1,000 for a nationally known speaker.
 - The total amount available to the Vice President for Program is determined by the Board in its budget meeting normally held in June at the last meeting before the beginning of the new fiscal year and before the new officers take office on July 1st.
 - It may be necessary to reimburse an out-of-town speaker for travel expenses, meal expenses, etc. Sometimes an out-of-town speaker will accept "home hospitality;" that is, be willing to stay in the home of an RGS member. This saves the Society money and should therefore be encouraged.
 - Secure housing (no matter what type) for all out-of-town speakers who must stay overnight in the area.
 - Discuss the length of the presentation with the speaker. Typically, the main speaker will talk for sixty minutes and then respond to questions from the floor for an additional ten minutes or so. However, the main speaker should be aware that the talk should be over by 9:00 pm. Members are invited to stay later to meet with the speaker and socialize but Society has a contractual obligation for everyone in attendance to have left Fellowship Hall by 10:00 p.m.
 - Discuss the topic of the presentation, and ultimately learn its exact title.
 - About three or four weeks prior to the meeting, send a message (usually, via e-mail) to the Publicity Chair with information about the upcoming meeting, such as the speaker's name, biographical information, the title of the presentation, etc. As a courtesy, a copy of this message might also be sent to the President.
 - About a week before the meeting, send a message (usually, e-mail) to the Treasurer requesting that checks in the right amounts be made out to the speakers. The First Vice President should keep a copy of this message for his/her own files.
 - If reimbursable expenses have been incurred (such as long-distance phone calls, postage, photocopying, etc.) an expense report should be sent to Treasurer. The approximate amount of these expenses should have been anticipated and included in the budget request made in the budget meeting normally held in June. The list can be also used for future budgets.
 - Advise the newsletter Editor, Webmaster and Corresponding Secretary about upcoming programs in a timely manner.
 - Occasionally, an article or other material may be submitted to the editor for publication in the Newsletter.

14. Procedure for Inviting a Speaker:

- Ask the speaker about other needs, such as the need for a computer projector, an overhead projector, or a slide projector. (Note: The Society owns a computer projector and an overhead projector, but not a slide projector.)
- If a speaker wishes to use a slide projector, one must be borrowed from an RGS member or borrowed, or even rented, from an educational institution.
- Ask the speaker if (s)he will have handouts to distribute at the meeting. If yes, the Society will duplicate a sufficient number (usually, 125-175, depending on the anticipated size of the audience) for the speaker, if he/she makes a copy available about a week in advance. In order to keep costs down, speakers should be encouraged to use no more than six to eight pages of handouts. If the Society has access to free duplicating services such as the one used at Xerox for a number of years, these should be employed. Otherwise, relatively inexpensive professional duplicating service should be used.
- The speaker should also be asked for biographical information for publicity purposes and for the speaker's introduction at the meeting.
- It may also be necessary to supply the speaker with detailed driving directions and perhaps even a copy of a map with the route highlighted.
- Furthermore, the speaker must be informed when, exactly, the speaker is to appear at the meeting. Normally, a mini workshop speaker should be at the meeting no later than 6:45 p.m., and a main speaker should be there no later than 7:45 p.m.
- When all of the details have been worked out, write an "official" letter confirming the speaker's acceptance of the offer. This holds both for mini workshop and main speakers. The letter contains all of the important points that have been agreed upon. It may be convenient for the First Vice President to design a letterhead on his/her own computer for the letter. Keep one copy of the letter for the files.
- Confirm, about a week before the meeting (usually by telephone or e-mail) that the speaker will indeed make a presentation at the upcoming meeting. At that time, inquire if the speaker has any remaining questions or needs.
- It is prudent to have someone in mind who might be able to step in to do a program in a last-minute emergency. If necessary, a simple "ask the experts" panel could be arranged on the spot, or persons in the audience could be asked to come forward to relate some of their most exciting recent genealogical discoveries.

15 Procedure for setting up the meeting

- The First Vice President must set up the equipment (or appoint an AV manager) prior to the meeting.
- Sometimes, arrival as early as 6:15 P.M. is advisable. It may be necessary to rearrange the chairs, since the custodian at Asbury sometimes does not leave a sufficiently wide aisle. Not infrequently, additional chairs must be gathered from the rear of the room. Be aware of the extra chairs that are sometimes kept in the closet of the vestibule beyond the main room of Fellowship Hall.
- Assemble the overhead projector or the slide projector, if either of these will be used during the meeting. Be aware that the Society owns an extension cord. The First Vice President keeps the overhead projector, portable microphone system and the extension cord for the term of office. An extra battery and projector bulb should always be kept in the box with the microphone and the projector respectively.
- It is desirable for the First Vice President to know how to operate the Society's computer projector.
- The First Vice President shall also make sure that the handouts are procured and handed out.

16. Procedure at the meeting

- The First Vice President must insist that all speakers use either the stationary microphone at the Church or the portable microphone, since some of the Society's members are hard of hearing, and the session is probably being recorded.

- The main speaker should start no later than 8:00 P.M. and should speak for an hour.
- The first Vice President should ensure the speakers keep to the scheduled time frames as much as possible.

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Section Revision Date: 7 February 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.12 Second Vice President (CIG Chair)

5.12.1 Primary Duties as Stated in the By-laws:

The Second Vice-President serves as chairperson of the Computer Interest Group (CIG); presides over CIG monthly meetings; prepares and administers the CIG portion of Society budget; provides a CIG update for each edition of the newsletter, periodically advises the President and the Board of Directors on the state of the CIG; and performs such other duties as may be assigned from time to time by the President or Board of Directors and is second in line to succeed the President.

5.12.2 Roles & Specific Activities:

1. See Duties Common to Officers
2. Provides an update to the editor for each issue of the newsletter.
3. Plans all the CIG meetings, assisted by a Program Team. See the first Vice President for additional process suggestions.
 - Meets generally on the second Thursday of each month except July and August.
 - Finds a facility for the meeting and communicates the location to members.
 - Begins most CIG meetings at 7:00 p.m.
 - Understands the contractual obligations for the meeting room. Some rooms require that the meeting end early enough for the room to be vacated by a specific time.
 - Invites the speakers.
 - Arranges for the meeting room
 - Is responsible for, maintains and sets up the equipment including the RGS/CIG laptop computer and for the Society's computer projector.
 - Prepares the meeting agenda.
 - Acts as facilitator during the meetings.
 - Remains responsible but may elect or appoint additional positions to assist in these duties:
 - Writer (Secretary)
 - Transcriber
 - Equipment Manager
4. Meeting Operations:
 - Makes a brief report at each of the Society's membership meetings. Meeting notes are taken by the "Writer" (Secretary) and eventually need to be reduced to electronic or printed minutes.
 - Notes will also be sent to the Society officers and the Webmaster for posting.
 - The Membership Secretary provides the list of CIG members to the Second Vice President, and sends an electronic copy of the membership database to the person in charge of sending meeting reminders by email (usually, this person is the Second Vice President unless delegated. The email reminders should be sent two days before the meeting.

- The Second Vice President maintains the attendance list that attendees are asked to sign in at each CIG meeting.
- From time to time copies of information that will be of interest to CIG members may be duplicated and made available to those present at the CIG meetings.
- If the Society has access to free duplicating services, use it. Otherwise, the CIG should use a relatively inexpensive professional duplicating service.
- Typically, at each CIG meeting the Second Vice President invites the Society's President to make announcements. Also, first-time visitors are asked to introduce themselves.
- There is usually also an opportunity at each meeting for attendees to ask questions about any computer-related problems that they are currently experiencing.

5. Finance

- Submits a budget request at the Board meeting given over to the budget at the beginning of the fiscal year in June. This requires anticipation of income (in the form of dues) and expenses for the coming year. The expenses consist largely of postage, paper, and photocopying.
- The dues for membership in CIG are \$5 annually. Membership in the Society is required to be a member of the CIG.
- CIG does not usually offer honoraria to its speakers but this can be reconsidered.
- Keeps track of CIG expenses that have been personally incurred and makes written requests to the Society's Treasurer for reimbursement.

6. Change of Duties:

If the CIG is disbanded the Second Vice President will be assigned other duties and responsibilities at the recommendation of the President and with the approval of the Board of Directors.

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.13 Treasurer

5.13.1 Primary Duties as Stated in the By-laws:

The Treasurer manages and administers all funds and securities of the Society; prepares and administers the Society's annual budget; assures that the budget is approved by the Board of Directors prior to expending funds; may approve all budgeted expenses for payment and all non-budgeted expenses up to \$100; is responsible for assuring that the President is an alternate signer on all Society accounts; is the alternate signing authority for contracts with the approval of the President; maintains an official file of current contracts, agreements, licenses, and insurance policies for the Society; maintains an updated inventory of material and equipment owned and/or leased by the Society, including donations; annually submits all Society accounts to audit, although accounts may be audited at any time as required by the President or the Board of Directors; maintains a historical file of Society financial records, contracts and related materials; periodically reports to the President, the Board of Directors and the membership on the state of the Society's finances and performs such other duties as may be assigned from time to time by the President and the Board of Directors.

5.13.2 Roles & Specific Activities:

1. See "Duties Common to Officers"
2. Fiduciary
 - Manages and administers all accounts, funds and securities of the Society, and knows all of the passwords for all accounts. Passwords should be changed periodically and upon taking office, and should be shared with the President.
 - Receives dues and other monies collected or received by the Membership Secretary and other officers and members of the Society. Ensures that cash transactions are documented with paper receipts.
 - Deposits monies in an appropriate account.
 - Transfers money between or among the accounts of the Society as necessary to maintain proper balances.
 - Reconciles the accounts at appropriate intervals, and maintains a file of the account records and statements.
 - Ensures that the current President and Treasurer are the authorized signers on all accounts and that the signature cards on file are up to date. This is especially relevant after elections.
 - Monitors the money in the Society's postal bulk mail and returned mail accounts, and adds to them as necessary.
 - Pays, in a timely manner, bills and expenses for authorized events, projects, and activities of the Society.
 - Requires appropriate documentation and justification of bills and expenses prior to payment.
 - Reviews bills and expenses prior to payment to ensure they are consistent with the Society's budget, bylaws and policies.
 - Note: Bills and expenses to be paid by the Treasurer include but are not limited to:

- Dues to organizations of which the Society is a member
- Charges for the Society's post office box and bulk mail permit
- Premiums for the Society's insurance policies
- Charges for the Society's telephone service
- Honoraria and expenses of speakers at the Society's meetings
- Expenses of printing and mailing the Society's newsletter and publications
- Rent for facilities used for Society meetings and functions
- Society-related expenses that officers or members have personally incurred
- Maintains an up-to-date inventory of assets including equipment owned and leased by the Society.
- Presents an abbreviated oral or written report on the Society's finances at each membership meeting, and a complete written report at each meeting of the Board of Directors.
- Serves as a member of the Finance Committee, and provides all information, records and reports requested by the Committee.

Keeps the official file of the Society's incorporation papers, tax-exempt determinations, insurance policies, contracts, agreements, licenses, and other important legal and financial documents. Completes and submits all forms and documents required to comply with Federal and State laws and regulations, and to maintain the Society's insurance policies and tax-exempt status. This includes 1099-MISC, 990-N, and CHAR500 forms when necessary.

- Cooperates with the Auditor, and provides all documents and information requested by the auditor.

3. Budget

- Prepares and administers the Society's annual budget.
 - In January, and at other times if needed, recommend modification of the annual budget for review by the Finance Committee and action by the Board of Directors.
 - In May, ask all officers and activity chairs for the coming year to submit estimates of their anticipated budget expenses.
 - In June, coordinate and prepare a proposed budget for the coming year, and submit it for review by the Finance Committee and action by the Board of Directors.
 - For the rest of the fiscal year, maintain appropriate records of the income and expenses of the Society.

Section Revision Date: 30 April 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.14 Recording Secretary

5.14.1 Primary Duties as Stated in the By-laws:

The Recording Secretary takes the minutes for the annual member's meeting (usually in May) and meetings of the Board of Directors; provides a copy of the Board of Directors minutes to each Officer and Director within fourteen (14) days; reads the minutes of the last meeting of the members when requested by the President; records the official results of the vote at the Society's Annual Meeting; maintains a separate file of Minutes and Resolutions of the Board of Directors for the preceding twelve (12) months; maintains the historical file of minutes, resolutions, and other documents of the Board of Directors; and performs such other duties as may be assigned from time to time by the President or the Board of Directors.

5.14.2 Roles & Specific Activities:

1. See "Duties Common to Officers".
2. Maintains a current list of officers, chairs and committee persons and distributes as appropriate.
3. Attends each meeting of the membership and the Board of Directors, on time. No official meeting may start without a secretary. The Secretary should have an emergency backup plan in place ahead of time so minutes may be recorded or read by a designated substitute if the Recording Secretary must be absent. The President should also be advised in case the Secretary must be absent from a membership meeting and be informed of the substitution.
4. Records the minutes of the membership meetings and the Board of Directors meetings. Audio records may be used to supplement handwritten notes, but these recordings should be destroyed after the minutes are approved.
5. Sends minutes of the Board of Directors, via email, to all the persons on the President's notification list. This list includes the nine voting members of the Board, committee chairs, liaisons and others having business before the Board, and any member who requests them.
6. Minutes may also be sent to the Webmaster for publication on the Society's website.
7. Maintains a copy of the most recent membership and Board of Directors meetings minutes.
8. Creates the record copy of the minutes in a file for each year, and passes files older than the current year, to the Society Historian/Genealogist for retention.
9. Brings copies of the minutes to the annual membership meeting for reference.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.15 Corresponding Secretary

5.15.1 Primary Duties as Stated in the By-laws:

The Corresponding Secretary receives, sorts, edits, files, and answers all general correspondence addressed to the Society; manages genealogical queries for the Society; administers the Society's post office box and voice mail; prepares and manages that portion of the Society budget dealing with correspondence; and performs such other duties as may be assigned from time to time by the President or the Board of Directors.

5.15.2 Roles & Specific Activities:

1. See "Duties Common to Officers"
2. Obtains receipt for all Society-related expenditures, using the New York State Tax Exempt form for purchases.
3. Submits expenditures, with receipts, to the Society's Treasurer.
4. Submits a budget request to the Treasurer prior to the Board Meeting in June in which the annual budget is set.
5. Checks the Society voice mail for messages left by persons attempting to contact the Society.
 - Note: The phone number is: (585) 234-2584.
 - Checks messages just prior to RGS and CIG meetings.
 - Updates the Voice mail message as needed. Includes information about the next CIG and RGS programs on a monthly basis. (Usually following the RGS meeting)
 - Note: The messages should be checked at least once weekly but daily is not too frequent, especially just before an event or meeting. Responds to phone messages appropriately.
 - Note: The Society does not accept collect long-distance phone calls, nor return them under normal circumstances.
 - Note: The Society may be contacted by e-mail at the address of the Corresponding Secretary.
 - Keeps the mailbox key safe. Only one key is available so keep it safe. The mail box's location is Box 10501, Brighton Station, North Winton Road, Rochester, New York 14610.
 - Checks the mailbox just prior to RGS and CIG meetings. The mailbox should be checked at least once weekly and more often during dues payment time. It is relatively small and cannot hold a lot.
 - Collects the receipts for any postage services purchased and forwards them to the Treasurer.
 - Maintains the money in the Post Office account and forwards postage deposit receipts to the Treasurer. This is used to pay for return postage (about \$10) and it saves having to go to the counter each time.
 - Separates RGS newsletter postage due for the Treasurer.
6. Opens ALL mail because sometimes it contains information or request for services by persons in the Society other than the addressee. Don't just forward them directly to the addressee unless it is marked "confidential to addressee".

- The envelopes to be forwarded should be kept with the contents.
- Pass all bills, payments and receipts to the Treasurer except for financial transactions having to do with RGS memberships or RGS publications..
- The Post Office bill goes immediately to the Treasurer.
- Any Society Newsletter correspondence goes to the newsletter editor.
- FGS (Federation of Genealogical Societies) magazine, Genealogical Computing Magazine, NGS Quarterly, NGS/CIG magazines and any other relevant publications can go to interested Board members or the "up-for-grabs" table.
- All "junk" mail (for example, advertisements, catalogs, business flyers) may be discarded or put onto the "Up for Grabs" table at membership meetings.
- Returned mail goes to the originator or to Membership Secretary so contact information can be checked and verified.
- The following documents should be passed to the Membership Secretary:
 - Membership forms
 - Dues
 - Address changes
 - Returned RGS newsletters
- Orders for RGS publications should be conveyed to the Publications Chair.
- Surname Lists, surname requests and mail to go the RGS Genealogist/Historian.

7. Responds to all queries:

At the discretion of the Corresponding Secretary, non-members who request research may be told that RGS does not have the staff or library to do research. They will be furnished with a list of local genealogists they can contact. Out of town members will be offered one hour of research in the public library and furnished the list of local genealogists.

Responses:

- Should be made by postal mail or e-mail.
- A form letter may be employed and personalized as needed.
- The Corresponding Secretary should rewrite and/or condense queries if needed and then relay them to the Newsletter editor, preferably by e-mail.
- On the bottom of each original query, the Corresponding Secretary should write a note and a date indicating what action has been taken.
- All queries containing more than one name should be copied; there should be one copy for each different surname.
- One copy of each newest query should be placed in the "Newest Queries" folder, where it remains for about four months; thereafter, the query should be re-filed into the Query folder.
- Clean out the Query folders when queries are more than two (2) years old.
- The Corresponding Secretary should reside at table with the "Box of Queries" at the RGS meetings. The documents remain at the table for the duration of the meeting.
- The Corresponding Secretary should find a substitute if not able to attend the meeting.
- Inquiries about membership in RGS should be responded to by sending a printed folder with membership information and/or by referring the individual to the RGS website.
- Individuals interested in the Query should be told that they are responsible for responding to the inquirer, and putting a copy of the query in the folder before returning it.

8. Writes "thank you" notes (or in the case of close relationships with Society Officers, verifies that a note has been sent by an Officer) to all non-RGS member speakers. Obtains the names and addresses from the First Vice President.

9. Enforces the policy that mailing and membership lists are only Society uses and member information should be treated as confidential.

10. May be asked by officers to send out sympathy cards from time to time, over the President's signature.

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Section Revision Date: 7 February 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions Section

5.16 Membership Secretary

5.16.1 Primary Duties as Stated in the By-laws:

The Membership Secretary prepares and maintains the Society's membership records; collects dues, delivers funds and reports activity promptly to the Treasurer; prepares and administers the Membership portion of the Society's budget; and performs such other duties as may be assigned from time to time by the President or the Board of Directors.

5.16.2 Roles & Specific Activities:

The Membership Secretary generates reports for the Historian/Genealogist and for inclusion in the newsletter and communicates with members as the need arises.

1. See "Duties Common to Officers".
2. The Membership Secretary:
 - Purchases supplies as needed and presents the receipts to the Treasurer for reimbursement.
 - Prepares and administers the Membership portion of the Society's budget. The budget proposal is usually submitted to the Treasurer in June for consideration at the Board of Directors budget meeting. The budget meeting is normally held in June at the last meeting before the beginning of the new fiscal year and before the new officers take office on July 1st.
 - Gives a report at each membership meeting, and may be asked by the Chair to give an oral report.
3. The Membership Process:
 - New membership applications and renewals (with check or cash) are received through the mail or at meetings.
 - Payments are conveyed to the Treasurer accompanied by a report which includes member name, date, the membership year being paid, check number, amount and CIG payment. This report should also note any additional financial contributions made to the Society.
 - Members are made aware, through reminders on the mailing labels and articles in the summer and fall issues of Newsletter that their memberships expire on June 30th.
 - The Membership Secretary sends reminders, on about November 1st, to all members who have not yet renewed their memberships. Using email or postcards for those without email is satisfactory.
 - When a new member joins, a member number is assigned and is reported to the Historian/Genealogist. A new Member Packet including a Welcome letter is prepared and sent as soon as possible. It may include:
 - Membership list
 - Contributors lists
 - A copy of the most recent Newsletter
4. Meeting duties:
 - Accepts payment of dues and answers questions about membership.
 - Determines if a quorum is present before any vote or election and answer the President's Call for Quorum. A quorum means that 10% of the membership is at the meeting and ready to vote. If

there is no quorum, business votes, including elections are postponed, and a new date for the election is selected and announced.

5. Other duties:

- Prepares nametags for new local members (or replacement nametags if requested by the Reception committee) that are used at membership meetings. Nametags for officers may be a different color so that they are easily identified.
- Prints the labels from the database and gives them to the newsletter editor. (The postal codes are no longer used). The membership expiration data appears on every label and is highlighted on the fall issue for delinquent members.
- Prepares a membership list for the December newsletter, which includes all the members who have paid the current year's dues.
- Sends a list of members, with their membership numbers, to the Historian/Genealogist so the Surname Lists can be synchronized with the current member list.
- Prepares a list containing new members, corrections to previous published lists, or recently deceased members, for each newsletter.
- Writes an article for each newsletter that can include reminders or membership status.
- Maintains a list of all members who regularly attend CIG meetings and provides it to the Second VP for a CIG attendance list.
- Serves as a member of the Membership Committee.

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.17 Historian/Genealogist

5.17.1 Primary Duties as Stated in the By-laws:

The Historian/Genealogist maintains the official historical records of the Society; prepares, maintains and distributes the Society's Surname List; assists the Corresponding Secretary with the processing of genealogical queries; prepares and administers the Historian/Genealogist's portion of the Society's budget, and performs such other duties as may be assigned from time to time by the President or the Board of Directors.

5.17.2 Roles & Specific Activities:

1. See "Duties Common to Officers".

2. Responsibilities:

- Maintains the official historical records of the Society in a clean, dry, safe environment. These records should include minutes, resolutions and documents described in the Recording Secretary section.
- Keeps a basic inventory of the different kinds of records that have been accumulated over the years. This record may contain other items in addition to the minutes such as the Treasurers' reports, meeting agenda, handouts, and committee reports.
- Disposes of records from time to time with the advice of the Board that are deemed no longer useful or of sufficient historical interest to retain.
- Prepares, maintains, and distributes the Society's Surname List, which is the list of surnames being researched by the Society's members during any given current fiscal year. Information about changes to the Surname List usually comes from the Corresponding or Membership Secretary.
 - Accept up to sixteen surnames per member for inclusion in the Surname List. It is updated once annually. A hard copy is given to each new member in the membership packet, and the Surname List also appears on the Society's website.
 - Although the Surname List is available to members and non-members alike, the identities of the individuals who have contributed the surnames are made known only to members. This information is a privilege of membership.
 - Usually, the list of submitters is provided to all members (other than institutions) in an attachment to the winter issue of the Newsletter. Even though the Surname List is on the Society website, not all Society members have access to, or familiarity with, computers. Members who request hard copies of the Surname List are given them free of charge.
 - This updated list should be completed as soon as possible after November 1 of each year.

3. Updating the Surname List from the list of members, which is published annually, is explained below.

The Surname List, as described here, is an Excel workbook containing four worksheets:

- Current member names and numbers are in the "Member Numbers" worksheet;
- Lapsed member information is on the "Lapsed Member" worksheet

- “Former Members” who could potentially rejoin, is in the “Former Members” worksheet.
- The current Surname List is in the “Current” worksheet.
- Similar information for lapsed members is in the “Dropped” worksheet.

A. The Surname List is kept reasonably current by incorporating new information throughout the year. Make sure this has been done before attempting this annual check against the published membership list.

B. Add the latest members:

Add the latest names and numbers at the end of the membership list to the “Member Numbers” worksheet. Not all members participate in the Surname List, so some of these names might not have been sent to the Historian/Genealogist before. Save the file.

C. Remove deceased members:

1. Locate a list of deceased members in the newsletter. If a separate list of deceased members has not been published, there may be a notation by each name in the list of members.
2. In the “Member Numbers” worksheet locate the member number for each name.
3. Go to the “Current” worksheet and sort the entire surname list by member number.
4. Go through the “Current” worksheet and delete all surname information for member numbers of deceased members. Save the file.
5. In the “Member Numbers” worksheet delete all member names of deceased members. Save the file.

D. Remove lapsed members:

1. Names of members who have not renewed will be on the Surname List but will not be on the current Membership List. Because these people are not current members, their information must be removed from the published surname list. However, the information should not be discarded because these people sometimes return to RGS. Therefore, the procedure is to move the names to the “Former Members” worksheet and the surname information to the “Dropped” worksheet.
2. Prepare a list of member numbers of lapsed members. This is done by comparing the published membership list with the “Member Numbers” worksheet. This must be done carefully and accurately, so as to prevent removing surname information of a valid member. It is much easier to do with an assistant. Read (slowly) the numbers on the “Member Numbers” worksheet and have the assistant reply “yes” if the number is on the published list or “no” if it is missing. Make a list of the missing numbers. This corresponds to lapsed members.
3. Go to the “Current” worksheet. If it is not sorted by member number, do so. For each number on the lapsed members list, locate the surname entry. Cut the surname entry (this can be up to 16 lines) and paste into the “Dropped” worksheet. Save the file after each cut-and-paste. If at any point there might have been an error, simply close the file without saving, open it again, and proceed from the last secure point.
4. Go to the “Member Numbers” worksheet. Using the same procedure cut and paste member names and numbers from the “Member Numbers” worksheet to the “Former Members” worksheet. Save the file. To remove blank lines in the “Member Numbers” worksheet, sort the whole list from top to bottom by member number. The blank lines will be collected at the top. Delete those rows. Save the file.
5. If this has been done correctly, the published membership list will match the list on the “Member Numbers” worksheet. Check that this is so (with the help of the patient assistant). If not, repeat from step 2.

- E. Send up-do-date Surname List to the Webmaster:
1. Go to the "Current" worksheet. Sort the whole list by, first, "surname," and second, "where" and remove any blank lines that come at the top. Save the file.
 2. Copy the worksheet into a separate Excel file. Compress the file and send to the Webmaster.
3. Assists the Corresponding Secretary occasionally with responses to genealogical queries that have been sent to the Society, if the Corresponding Secretary requests such assistance.
 4. Attends as many membership meetings as possible and all Board meetings. If unable to attend a Board meeting, prepares a written report for distribution at the meeting.
 5. Budget:
 - Prepares and administers the Historian/Genealogist's portion of the Society's budget.
 - Submits a budget request to the Treasurer in June for consideration by the Board in its budget meeting normally held in June.
 - An incoming Historian/Genealogist may refer to past budget requests that the outgoing Historian/Genealogist has typically submitted as examples.
 - If Society-related expenses are incurred, submits dated receipts to the Treasurer for reimbursement.

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Section Revision Date: 7 February 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Elective Position Descriptions

5.18 Director

This section describes the general aspects of a Board Director.

5.18.1 Primary Duties as Stated in the By-laws:

1. See Duties Common to Officers.

2. General Powers:

The Board of Directors shall manage all affairs of the Society.

3. Composition:

The Board of Directors shall be composed of nine (9) directors, eight (8) of whom shall be the elected officers of the Society and the other shall be the immediate Past President of the Society.

4. Purpose:

The directors are expected to bring experience, competence and maturity to all endeavors of the Society. Elected officials constitute the majority of the directors as they are charged with the daily administration and operation of the Society. The immediate Past President of the Society has a seat on the Board of Directors to provide continuity and assistance to the President and the Board.

6. Term:

Officers of the Society shall serve as directors only during their incumbency.

The immediate Past President of the Society shall serve as a director until the current President has completed his/her term(s). Should the current President resign or otherwise vacate the office during his/her term, the immediate Past President shall serve as a director during the term of the interim administration and for the full term of the next elected President.

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Section Revision Date: 18 February 2008
ROCHESTER GENEALOGICAL SOCIETY, INC.
Elective Position Descriptions

5.19 Past President

This section describes the general roles of the immediate Past President.

5.19.1 Primary Duties as Stated in the By-laws:

The immediate Past President serves as a member of the Board of Directors to provide continuity and assistance to the President and the Board.

5.19.2 Roles and Specific Activities:

1. See "Duties Common to Officers.
2. Advises the incoming President of all contractual arrangements, contracts and appointments upon change of Presidents.
3. Assists in a smooth transition at the end of his/her last year as President.
4. Serves as an institutional memory to insure continuity of appointments, programs, policies, and procedures.
5. Serves as unofficial parliamentarian at Board of Directors' meetings (that is, helps the Board with meeting processes).
6. Assists the President and the Board of Directors as requested, in other duties and responsibilities as assigned.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6 Committees:

6.1 Primary Duties of Committees as stated in the By-laws

1. Standing and special committees shall be established by resolution of the Board of Directors or amendment of the Bylaws. Unless otherwise provided in the resolution, the President shall appoint a chairperson of the committee and fill any vacancies therein, with the approval of the Board of Directors. The President is an ex-officio member of all standing, special and ad hoc committees, except the Nominating Committee.
2. The Standing Committees are:
 - Church Records Preservation Committee
 - Education Committee
 - Finance Committee
 - Hospitality Committee
 - Liaison(s)
 - Membership Committee
 - Publications Committee
 - Publicity Committee
 - Reception Committee
3. Ad-Hoc Committees:

The President may, from time to time, appoint chairpersons and/or members to ad-hoc committees. These committees are usually organized to perform a single, specific function, after which they are disbanded. No action of the Board of Directors is required for these committees unless funding is required.
4. Special Interest Groups (SIG):
 - Any member may request the formation of a Special Interest Group (SIG) at any time and for any purpose consistent with the bylaws. All such requests shall be made to the Board of Directors in writing, stating the purpose of the SIG, names of interested members, the dues policy and any requirements for funding. All members of the SIG must be members in good standing of the Society.
 - The Board of Directors shall promptly review requests for SIG and their approval shall be in the form of a resolution. The President with the approval of the Board of Directors may then appoint a chairperson.
 - If the Board of Directors rejects the request for SIG, the Corresponding Secretary will promptly notify the principals. The notification shall state the reasons for the rejection.
 - The existing Computer Interest Group (CIG) is a Special Interest Group (SIG).

6.2 Other Duties

1. Chairpersons should maintain their Policy and Procedure Manual chapter as appropriate.
2. Any committee chair not able to make a meeting should arrange for an alternate.

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Section Revision Date: 14 January 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.3 Audio Librarian

6.3.1 Primary Duties

The Audio Librarian maintains the Society's collection of audio materials (e.g.: tapes and CDs) in a safe, secure place, makes circulating CD copies of these tapes on demand; shall be present or provide an alternate at membership meetings, and is encouraged to attend Board of Directors meetings.

6.3.2 Roles & Specific Activities

1. The Audio Librarian:

- Reviews genealogical topics presented at national conference or at our meetings to identify those that would supplement our holdings and help our members.
- Purchases professional recordings of lectures given at genealogical conferences after obtaining written permission from each speaker to make and loan a circulating copy to Society members and maintains a copy of these licenses.
- Maintains the library of master tapes and a library of circulating CDs that are created when a member requests to borrow a recording,, makes lists of recordings available to the member's available to the Webmaster so they can be posted to the website and keeps the records and tapes in good order.
- Takes to the Society meetings, the list of available recordings and
 - A log sheet on which members may order, copies to be borrowed at the next meeting, or mailed.
- Loans CDs to members who deposit \$1.00 per recording and refunds the deposit when the CD is returned and loans CDs to members who request tapes be mailed to them and have paid the traditional \$2.00 per CD shipping and handling charge.
- Finds and trains a substitute RGS member to take over if unable to attend a meeting.
- Prepares identifying labels for master and circulating recordings, as well as dust covers, and instructions for the user.

2. The Audio Librarian uses a budgeted sum to acquire recordings, especially professionally-prepared recordings from conferences, blank CDs used to make circulating copies and recordings at Society meetings used as masters, self-adhering label material, envelopes, postage for letter and SASE sent to speakers; and debits and credits the appropriate items with the Treasurer by providing before the end of the Society year, a report of expenses and income from shipping and handling cost charged out-of-town members.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.4 Auditor

The President shall appoint the person(s) responsible for auditing the Society's accounts.

6.4.1 Primary Duties as Stated in the By-laws:

The Society's financial accounts shall be audited annually, usually during August. In addition, the President or the Board of Directors may require an audit at any other time (By-laws, section 4.9.4).

6.4.2 Roles & Specific Activities:

1. The Auditor should have some experience in accounting or some other financial field. The appointment should be made sufficiently early so that the Auditor will have time to complete the audit by the end of August.
2. The purpose of the annual audit is threefold:
 - Verifying accounts and explanations kept by the Treasurer for the information of the Board of Directors and the Society members.
 - Advising the Board of Directors of any inconsistencies, lack of adherence to acceptable accounting practices, deficiencies in records, information or explanatory notes, imbalances in accounts, etc.
 - If required, describing acceptable methods for collecting information, maintaining accounts, maintaining records, presenting financial data and operating effectively and efficiently.
3. The Society's fiscal year is from 1 July to 30 June.
4. The auditor is expected to:
 - Read the previous audit to determine the worksheets and schedules required.
 - Assemble all year-end financial reports, bank and investment company statements, checkbooks, invoices, budgets/actuals, notes, etc.
 - Review all of these items with the Treasurer, asking questions and taking notes.
 - Reconcile all statements, calculate all cash flows, and examine the books of the Society for completeness, accuracy, and compliance with generally accepted bookkeeping practices.
 - Review the following reports, schedules, and worksheets:
 - Operating Budget
 - Investment Fund Statements
 - Financial Statement Reconciliation
 - Consolidated Fund Statement
 - Balance Sheet and Inventory
 - Ledger Account Codes
 - Financial Statement Reconciliation Worksheet
 - Complete all reports, schedules, and worksheets, and reconcile all accounts.
 - Prepare the Audit Letter, including comments, problems, and suggestions.
 - Submit the Audit to the Society's Board of Directors before August 30th.

5. In order to insure continuity, any incoming Auditor should become thoroughly familiar with the procedures, documents, etc. of the previous Auditor. It may be useful for a new Auditor to read the audits of the previous two or three years.
6. The Board of Directors may reward an Auditor in some appropriate manner for the time and energy expended in doing the audit.

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.5 Book Distribution Program Coordinator

6.5.1 Primary Duties:

The Book Distribution Program provides the Society with an entertaining way of promoting the members' awareness of published resources available in genealogy, family history, and related fields.

Manage the Book Program in a financially positive manner.

6.5.2 Roles & Specific Activities:

1. Things to do before the meetings:
 - Buy books based on the budget.
 - Usually three books per meeting
 - Genealogical how-to, and related subjects seem to be most popular
 - Buying ahead of time from Amazon.com, Genealogical.com or other online sources works well
 - Submit the receipts to the Treasurer to obtain a reimbursement.
 - Prepare a very brief description of each book to be distributed and send it to the President and First Vice President prior to the meeting.
2. During the meeting:
 - Bring the equipment to the meetings (tickets, containers for the purchased tickets, money can, and the books to be distributed).
 - Be prepared to sell tickets before the program starts as well as during the break.
 - The distribution usually follows the last speaker presentation. Approach the podium after the speaker is through answering questions, with the container of purchased tickets, to start the distribution.
 - Ask the speaker to pick the first winner, and ask each successive winner to pick the next winning ticket. Announce the winner or ask the President to announce the winner.
3. Things to do soon after the meeting:
 - Count the money collected, and keep track for future reports.
 - Fill out a transfer of funds envelope and pass the money to the Treasurer.
4. Things to do for the Board meetings:
 - Prepare a report stating the amount of money collected during each of the meetings since the previous Board meeting and email it to the President.
 - Prepare a report for the end of the year Board meeting showing:
 - The budgeted amount for the past year
 - Details on how the money was spent.
 - The total money collected – broken down month by month
 - Any overage or surplus
 - Any books left in inventory for the next fiscal year
 - Make copies of the report and pass it out to the Board attendees at the last Board meeting.

Section Revision Date: 30 April 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.6 Central Library Coordinator

6.6.1 Primary Duties:

The Central Library Coordinator coordinates the Docents at the Local History and Genealogy department of the Central Library of Rochester and Monroe County in the Rundel Memorial Library building. Docents are volunteers who are willing to help visitors understand the library's collections, and use their genealogical experience to help, research, guide, and educate. As such, knowledge of the library's collection and genealogical skills are important. This is a very important "outreach" program for the Society and can also introduce visitors and new genealogists to our Society.

6.6.2 Roles & Specific Activities:

1. Makes a grid of dates and times open for Docent service. This is done with the support of the library Local History department head.
2. Sends emails to the Docent mailing list (created from the list of volunteers who have provided their email addresses).
3. Fills in the schedule with names and dates as they are offered.
4. Sends requests to fill open time slots. (Do not send out the entire document each time).
5. Sends out the completed schedule document when it is filled.
6. Keeps a copy of the document at the library's reference desk. Changes or alterations can be made over the phone, by email, or in person and a new copy is printed up for the reference desk. It's important to keep this paper "desk copy" updated so part-time, regular staff and on-call staff can access the information.
7. The Sunday-only staff may also look at the reference desk copy so that they can advise patrons when and which Docent will be available later in the week.
8. The actual schedule is in MSWord format. It can also be sent in plain text or RTF format to those without Microsoft Word. Volunteers should specify their preference along with their email addresses.
9. Maintains a record of Docent contacts and time spent by Docents assisting customers and makes an annual report of the program statistics to the Board of Directors in June.
10. Docents: notify the librarian on duty when you arrive and leave. There is a table reserved for the Docents in the Local History and Genealogical Department. This table helps indicate that someone is available to provide help. A nametag also helps. You can work there or a different table. You may work on your own projects while you wait. However, it is important that you keep an eye out for questions and visitors and make them your first priority.

Section Revision Date: 26 September 2008, Larry Lavery

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.7 Church Records Preservation Committee

6.7.1 Primary Duties:

The Church Records Preservation Committee is a Standing Committee of the Society, created by Board resolution (2006). Its mission is to safeguard the church records of the Monroe County area and make them available to genealogists and other researchers.

The Committee members are volunteers from the general membership who have an interest in preserving Church records. The Chair is appointed by the President, holds a one-year term and may be reappointed.

6.7.2 Roles & Specific Activities:

1. Compile the locations of church records.
2. Archive:
 - Capture images of church records that have not been filmed.
 - Provide one copy to the church and another copy, edited to meet the New York State privacy guidelines, to the Rochester Central Library, Local History department.
 - Make digital images of the records, edited to meet the New York State privacy guidelines, available on the RGS website if permission is received from the church.
 - Archive the original images on appropriate long-term digital storage media.
3. The chair shall keep the Board of Directors informed of the Committee's progress and activities and shall request funds as needed.

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Section Revision Date: April 2007

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.8 Education Committee

6.8.1 Primary Duties:

The Education Committee is a Standing Committee of the Society created by the By-laws adopted 18 September 1997. The RGS President appoints the Chair. This person is responsible to lead the Educators' Committee in planning genealogical related presentations for such groups.

6.8.2 Roles & Specific Activities:

1. Works with the First Vice President to plan each season's monthly meetings and help supply speakers as needed. This includes main speakers and the mini-series.
2. Responds to requests from various groups around the area for presentations related to genealogy.
3. Organizes and carries out presentations/workshops for the general public. A convenient place in recent years has been the downtown Central Library on Sunday afternoons.

This chairperson calls committee meetings as needed to achieve the above. It is usually held in a private home. At other times, it is sufficient to utilize Email to organize an event.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.9 Equipment Manager

6.9.1 Primary Duties:

Provide support to presenters and RGS officers to enable or enhance presentations to the membership using both projection and sound system tools. Facilitate internet access for presentations as needed.

6.9.2 Roles & Specific Activities:

1. Overview:

Asbury has a Public Address system that they supply with one microphone. Since their good microphones were stolen, we no longer use the supplied microphone. RGS owns three wireless microphones and a preamplifier/mixer. All of the RGS Wireless microphones are connected to the mixer and then output to the Asbury amplifier. With the new sound cabinet it should take about 15 minutes to set up the sound system. Add another 10 minutes to setup the projector and computer.

2. Step-by-step process for set up:

- Set up the preamplifier, tape recorder and wireless microphone receivers about 4 rows from the speaker, into the audience, by replacing one of the isle chairs with the sound system box. Remove the sound system box cover and the front lower door where the receivers are and power the panel. Deploy the antennae by turning them away from the receivers. Extend the top antenna.
- There are three connections that must be made to get the system working. There is a 50-foot extension cord that must be plugged into a power outlet and there is a 50-foot microphone cable that must be plugged into the Asbury amplifier. Both 50-foot cables are located in the sound system box. There is a power plug that goes into the pre-amplifier that is lying loose in the bottom of the sound system box. It is a typical computer 115 Volt cable with the molded 3 female connections.
- The 50-foot extension cord should be connected to the duplex outlet next to the Amplifier on the right side of the stage. On the end by the RGS sound system box the cord should be connected to the power strip in the bag. The podium also requires power and there is a multiple outlet 25-foot extension cord for that purpose.
- The cords should be taped down to prevent members from tripping over them. There is a roll of duct tape for that purpose. If the roll becomes depleted, purchase one and submit an expense report to the Treasurer.
- Turn on the sound equipment by pushing the rocker switch on the built-in power strip (red). All the receiver power-on lights should light.
- Be sure that all microphone receivers show that the power is on. Occasionally, one of the transformers falls out of the built-in power strip.
- The 50-foot microphone cable should be connected into the Asbury amplifier by removing their cable and inserting ours. Set the master gain and the microphone levels both at level 1.

- Note: While you never should have to change this setting, be sure that the button next to the Main Mix Out is depressed. This button changes the output level of the mixer. When depressed, the level is low enough to go into a microphone input. When raised, the level is too high.
- Remove all microphones from the microphone case. Install all 9 Volt batteries. Assemble the lapel microphone to the transmitter unit. All microphones should be turned on and check the low battery light on both microphones and the lapel microphone transmitter unit. Replace any battery that indicates a low charge. Be sure to only use the mute button to turn off the transmission. We learned that turning the power off on one of the units makes the other receiver try to pick up the signal of any microphone that is transmitting.
- All levels on the preamplifier should be set at nominal level but may require adjustment for different speakers.
- Return all equipment to the places it was found.

3. Step by step set-up for RGS meeting projection equipment.

- The kitchen usually has a cart on which the projector can be placed. If none is available, improvise. (There is usually a table in the room in the rear with a light on it if necessary).
 - The projector should be set up on the cart or table
 - Slide the lens cover to expose.
 - Take out the cables from the bag and the small wood board for leveling.
 - Install the power cord to the power strip.
 - Install the video cable (2 twenty-five pin connectors) to the video out on the laptop and the Computer In on the projector
 - Push the ON-OFF switch on the top of the projector.
 - After the projector completes its warm up, turn on the video-out on the laptop. This is accomplished by pressing and holding the blue “Fn” (function) key on the keyboard and then pressing “F8” (CRT/LCD). Usually the AUTO IMAGE button should be pressed to synchronize the signal from the computer with the projector (or do this step before the projector is turned on).
 - Adjust ZOOM and FOCUS as required.

If presenters require access to the Internet:

- Insure wireless is turned on by:
- Pushing the slider switch on the front of the computer that is next to the audio connections to the left.
- When wireless is on an orange light goes on.
- Right click on the wireless icon on the bottom right of the screen and select the Fellowship hall.
- Load the presentations on the laptop as required.
- At the end of the presentations, push the ON-OFF button twice to power down the projector.
- Be sure not to unplug the projector until the fan has stopped running. The projector bulb can be damaged if moved while it is too hot.
- Replace the lens cap, cables, adjusting board and projector into the carrying bag.
- Return the cart to the kitchen or the improvised platform as appropriate.
- Support the First Vice President and Treasurer prepare an annual asset inventory.

5. CIG Meeting Support:

The CIG used the projector and the sound equipment and so the procedures are very similar to the above step by step from the RGS meeting. The main difference is that we use our own sound system in the CIG meeting so only the 50-foot microphone cable is run to the portable speaker system. Generally, the meetings are not taped.

6. Step by step set-up for CIG meeting sound equipment (if required).

- Set up the preamplifier, tape recorder and wireless microphone receivers on the stage steps near the duplex outlet in the middle left of the stage. Remove the cover and the front lower door where the receivers are and the power panel. Deploy the antennae by turning them away from the receivers, and extending the top one.
- There are three connections that must be made to get the system working. The power panel plug should be plugged into the duplex outlet. The 50-foot microphone cable must be plugged into the GIG Portable amplifier. The 50-foot cable is located in the sound system box. The final connection is the power plug that goes into the pre-amplifier, which is lying loose in the bottom of the sound system box. It is a typical computer 115 Volt cable with the molded 3 socket female connections.
- The 25-foot extension cord should be connected to the duplex and run down to the table to power the CIG Laptop and the projector.
- Turn on the sound equipment by pushing the rocker switch on the built-in power strip (red). All the receiver power ON lights should be lit.
- Be sure that all microphone receivers show that the power is on. Occasionally, one of the transformers falls out of the built-in power strip.
- The 50-foot microphone cable should be connected into the building's amplifier by removing their cable and inserting ours. Set the master gain and the microphone levels both at same level.
- Note: While you never should have to change this setting, be sure that the button next to the Main Mix Out is depressed. This button changes the output level of the mixer. When depressed, the level is low enough to go into a microphone input. Raised, the level is too high.
- Remove all microphones from the microphone case. Install all 9 Volt batteries. Assemble the lapel microphone to the transmitter unit. All microphones should be turned on and check the low battery light on both the microphones and the lapel microphone transmitter unit. Replace any battery that indicates a low charge. Be sure to only use the mute button to turn off the transmission. We learned that turning the power off on one of the units makes the other receiver try to pick up the signal of any microphone that is transmitting.
- All levels on the preamplifier should be set at nominal level but may require adjustment for different speakers.
- If the meeting is being recorded, do the following:
 - Ensure that the Control Room main mix selection button is depressed and this will control the signal to the tape recorder. Adjust accordingly.
 - The recorder is already connected and pushing the power button on the lower left of the recorder will turn in on. The lights will come on. Place one of the tapes that the Audio Librarian supplies into the tape recorder with the supply reel on the left and push the Record button (<REC>RECMUTE> button with red dot). It is automatically on <|| REC PAUSE> and this does allow you to test the levels of the microphone inputs from a recording perspective. The digital VU meters should flash all the way to the red but not stay on the red. Adjust the Volume control knob on the recorder to set the record levels. Be sure the tape direction is to the right. Push <DIRECTION> button to adjust. To begin recording push the <|| REC PAUSE> button. Note: the Audio Librarian would like to have the introduction for the speaker recorded as well. Start the recorder when the First Vice President starts the introduction. Adjust the recording level so that the signal occasionally reaches the red.
 - Verify that a fresh tape is available.
 - Usually, only the main program is recorded. After the question and answer period, push the stop button and then rewind the tape. Power down.
 - Label and deliver the tape to the Audio Librarian.
- Return all equipment to the places it was found.

7. Step by step set-up for CIG meeting projection equipment.

- The projector should be set up on the table near as close to the center of the screen as possible
- Remove the lens cover and put it in the bag.

- Take out the cables from the bag and the small wood board for leveling.
- Install the power cord to the power strip.
- Install the video cable (2 twenty-five pin connectors) to the video out on the laptop and the Computer In on the projector
- Push the ON-OFF switch on the top of the projector.
- After the projector completes its warm up, turn on the video-out on the laptop. This is accomplished by pressing and holding the blue “Fn” (function) key on the keyboard and then pressing “F8” (CRT/LCD). Usually the AUTO IMAGE button should be pressed to synchronize the signal from the computer with the projector (or do this step before the projector is turned on).
- Adjust ZOOM and FOCUS as required.
- Load the presentations on the laptop as required.
- At the end of the presentations, push the ON-OFF button twice to power down the projector.
- Be sure not to unplug the projector until the fan has stopped running. The projector bulb can be damaged if moved while it is too hot.
- Replace the lens cap, cables, adjusting board and projector into the carrying bag.

Section Revision Date: 7 April 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.10 Finance Committee

6.10.1 Primary Duties

The Finance Committee is a standing committee of the Society. It was created by Board resolution on June 22, 2006.

In addition to the Treasurer, the committee includes one or more directors and one or more other members of RGS, to be appointed by the President with the approval of the Board. The President also names the chair of the Committee, other than the Treasurer. Committee members serve one-year terms coinciding with the RGS fiscal year, and may be reappointed. The committee meets at least two times each year and has the following Responsibilities:

6.10.2 Roles & Specific Activities:

- Review the proposed budget of the Society prepared by the Treasurer, prior to submission of the budget to the Board of Directors for approval.
- Review the financial statements, records and condition of the Society.
- Review the monthly, quarterly and annual reports of the Treasurer.
- Make recommendations to the Treasurer and/or the Board of Directors relative to the financial policies and procedures of the Society, including investment policies, adequacy of membership dues, and adequacy of insurance coverage.
- Discuss and recommend to the Board possible programs to encourage membership donations and inclusion of RGS in members' wills.
- Any other duties assigned to the committee by the Board of Directors.

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Section Revision Date: 28 March 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.11 Hospitality Committee

6.11.1 Primary duties:

The Hospitality Committee is a standing committee of the Society. The President, with approval of the Board of Directors (By-laws, Article 6.2), appoints its Chairperson and members.

6.11.2 Roles and Specific Activities:

1. Arranges refreshments including hot and cold beverages and dessert items at all regular meetings of the Society.
2. Arrives prior to the meetings with sufficient time to set up the table, equipment and refreshments.
3. Clears the table and puts away equipment and supplies at the conclusion of meetings.
4. Purchases food and supplies as needed. Submits receipts to the Treasurer after the last regular RGS meeting of the program year. Requests reimbursement as necessary.
5. Collects donations made by members, counts them, and uses the money toward the necessary purchase for the next meeting. Turns the balance over to the Treasurer after the last regular RGS meeting of the program year.
6. Makes reports as requested by the President or the Board of Directors.

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Section Revision Date: 7 February 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.12 Hear Ye Hear Ye Editor

6.12.1 Primary Duties:

The Hear Ye Hear Ye Newsletter Editor (Editor) produces the “Hear Ye Hear Ye” Newsletter (Newsletter), including its preparation, editing, and copy and proof reading, and arranges for its printing and for its addressing and mailing. Two persons may hold this position jointly.

6.12.2 Roles & Specific Activities:

1. Determines what newsletter content has the greatest value and interest for Society members.
2. Solicits and utilizes such material as:
 - The President's message
 - RGS program information for the coming quarter
 - Membership activity
 - Members' projects and activities
 - Computer Interest Group programs for the coming quarter
 - A list of officers and committee chairs and activity chairs
 - Queries
 - NYSCOGO news
 - Government records and archives developments
3. Collects articles that may be published in the future.
4. Edits all submissions for spelling, punctuation, grammar, factual correctness, and conciseness.
5. Insures that copyrighted works from other publications or sources are not reprinted without permission.
6. Assembles and lays out the content on (approx.) twelve pages, following the format previously established, reserving one-half page for the address and stamp.
7. Publishes the Newsletter:
 - Ascertains the most cost-effective mode of reproduction including duplicating, stapling, and folding.
 - Receives the mailing labels from the Membership Secretary.
 - Insures that the newsletter is printed and distributed.
 - Determines the best mail rate, whether domestic or foreign.
 - Maintains a comprehensive document that tells exactly how the Newsletter is prepared for distribution and how the mailing is accomplished.
 - Forms a team as needed, to assist with the above tasks.

8. Mails the newsletter early enough so that copies arrive in the members' mailboxes prior to meeting of that particular month. The Newsletter is a quarterly publication, which typically comes out in September, December, March, and June. For example, if the September CIG meeting falls on the 14th, the Newsletter for September should arrive prior to September 14th. Of course, there is no membership meeting in December, so the December issue might be mailed somewhat later in the month.
9. Arrange for electronic distribution of the Newsletter to members who have indicated a preference to receive it in digital form.
10. Attends as many membership meetings as possible, and make every effort to attend every Board meeting.

Section Revision Date: 5 April 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.13 Membership Committee

6.13.1 Primary Duties:

The purpose of the Membership Committee is to propose, implement and in some cases maintain programs and activities that will:

- Attract new members.
- Promote member satisfaction.
- Foster opportunities for members to interact and help one another.
- Increase the likelihood of membership renewal.

6.13.2 Roles & Specific Activities

1. Conduct formal and informal Membership Surveys to determine what we are doing right and what can be improved.
2. Find ways to improve the new member experience by getting input from the more recent RGS members.
3. Benchmark against other genealogical societies to determine best practices.
4. Review current RGS processes and practices to look for improvement opportunities.
5. Review and revise and maintain and supply the following:
 - RGS meeting handouts
 - Help Line Directory
 - RGS Tri-fold Brochure
 - RGS bookmarks
 - First-Time Visitor's Folders
 - RGS Speaker's Packets
6. Propose special events and programs to attract new members as well as to entice past members to return.
7. Seek ways to increase the RGS presence in the greater Rochester community in ways that will attract new members.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.14 Nominating Committee

6.14.1 Primary Duties as Stated in the By-laws:

Prior to the March meeting of the members each year, the President shall appoint a chairperson of the Nominating Committee and at least two (2) other members, none of whom shall be an officer whose term is expiring. It shall be the duty of this committee to identify qualified candidates for open offices. Obtain permission of the candidates before adding their names to the recommended slate. Upon completion of the annual election, their work being done, the Nominating Committee is automatically dissolved.

6.14.2 Roles & Specific Activities:

1. Asks the members of the Society if anyone would like to be nominated for any position, not just vacant ones. The request for nominations should be made in the March meeting and the coincident Newsletter. Any person who indicates the desire to be considered for an office is recognized on the floor and their name recorded in the minutes. They may be allowed to indicate their qualifications. The nomination committee will research the individual's skills in committee.
2. Sends a written note to the current officers and chairs, expressing appreciation for their commitment and leadership. Ask them if they would consider remaining in that position for another term. Since the President is not part of this Committee, the letter should come from the Chair. Personal contact can replace the note at the chair's discretion.
3. Thanks those that accept and focus on finding candidates for the positions being vacated.
4. Asks for recommendations, suggestions and comments from those who are vacating, other committee members and the membership.
5. Divides up the list between committee members to call and solicit candidates. Be prepared with copies of the specific position's descriptions from this document. Candidates have to agree to run for office.
6. Notifies any candidate who was not selected after the Nominating Committee's recommendations are made. If the committee explains their recommendations and empathizes with the individual, it can increase the chances of a smooth election and a pool of future potential candidates.
7. Presents candidates at the April meeting. The announcement of the slate of candidates may be presented like this:
 - Introduce the Nomination Committee and thank them for their committee work.
 - Thank the officers who are willing to remain and are unopposed.
 - Thank everyone who answered the call for candidates.
 - Announce the committee's recommendations for the open positions(s).
 - Announce the time and date of the election, which is usually the annual meeting in May.

8. At the election:

- In even year, when the President is not up for election, the President runs the following process. In odd years, the President is elected. If the President is standing for reelection, the First Vice President can be asked to take over the following duties for the duration of the elections.
- The President asks the Membership Secretary if there is a quorum present. If not, the elections are postponed to the next announced election meeting.
- The Nominating Committee Chair presents the slate of officers.
- The Chair asks for other nominations from the floor. If no nominations from the floor are heard, announce that the nominations are closed. If there are nominations from the floor, then the slate may be defined as the unopposed candidates. Positions with more than one candidate must be voted, one position at a time after the slate is approved. The Chair may appoint a Teller (probably the Recording Secretary in even years and the Treasurer or Membership Chair may be appointed and substituted below) to distribute and count votes.
- The Recording Secretary moves to elect the slate recommended by the Nominating Committee and the Nominating Committee Chair should be prepared to second the motion if it is not seconded from the floor. The Chair may then announce the motion on the floor and ask for discussion.
- After discussion (if there is any), the Chair may ask for any objections to the motion.
 - If there are no objections, the Chair should announce to the Recording Secretary that there were no objections and that the slate was elected by unanimous consent.
 - If there was an objection, a vote should be taken. The motion passes with a simple majority of the votes cast by the members present.
 - The Chair needs to announce the result to close the process and to allow it to be recorded in the minutes.
- If any position was opposed, and the opposition is qualified to be a candidate, each position must be voted on separately. The Teller counts the vote and marks it on a paper. This Teller Report is given to the Chair. If any candidate achieved a majority the chair announces a winner and moves on to any other opposed position. If no candidate receives a majority, the number of votes per candidate is read by the Chair and the candidate with the most votes wins.
- The President should then thank the membership, thank the candidates, congratulate the officers, and formally thank and dismiss the Nominating Committee.

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.15 Other Society Liaison

6.15.1 Primary Duties:

The Other Society Liaison is appointed by the President with the approval of the Board of Directors (Article 6.2).

The Other Society Liaison Chairperson shall collect, maintain and disseminate information from and to the Society's membership about other genealogical groups in the greater Rochester area including Western and Central New York and their programs.

6.15.2 Roles & Specific Activities:

1. Serves as representative of RGS to other genealogical societies in Western and Central New York:
 - [Prior to August 1 of each year] The Chairperson contacts each of the area's genealogical groups which hold regular meetings to determine current name, address, meeting dates, meeting time, contact person and web page addresses. (This annual data shall be provided in electronic format (see below) to the RGS web master by September 1.)
 - [On a monthly basis] The Chairperson shall also secure program information from each of the area's genealogical groups, either from their contact person or web page, and provide that information, in electronic format, to the RGS Web master and the President for posting. For those genealogical groups, which publish multi-month program schedules, the Liaison must reconfirm specific programs with contact persons monthly.
2. Facilitates cooperation and collaboration between RGS and the other genealogical societies.
3. Keeps RGS and the other societies informed of activities, events, issues and new developments of mutual interest.
4. Presents a written monthly report at each RGS regular meeting, listing information about the upcoming meetings of the other genealogical societies including dates, times, places and presentation topics.
5. Attends meetings of the Board of Directors, receives copies of the Board meeting minutes, and makes reports to the Board when appropriate or requested.
6. Suggested format for presentation of information on Other Societies to RGS:
 - Name of genealogical group
 - Address of genealogical group
 - Regular meeting time, day, week, and months of the year
 - Name of contact person, phone number and/or web address
7. Suggested format for presentation of Other Society's program Information to RGS:
 - Name of genealogical group
 - Name of contact person, phone number and/or web address
 - Program date, title and presenter

Section Revision Date: 30 April 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.16 Publication Chair / Committee

6.16.1 Primary Duties:

1. The Publications Chair has three main responsibilities:
 - Aid Society members who need assistance in publishing material that has resulted from their genealogical research.
 - When there is a need, suggest certain publishing projects that the Society itself might undertake.
 - Manages the storage, marketing and sales of documents that the Society has already published and may be offering for sale.

6.16.2 Roles & Specific Activities:

1. To help Society members who need assistance in publishing their own work, the Publications Chair must be knowledgeable about the publishing process including the wide variety of current modes. The Publications Chair may put them in contact with persons in or outside the Society who have the necessary skills to produce a document, for example, those who are familiar with desk-top publishing or with printing firms. If requested to do so, the Publications Chair may help organize the material and/or determine what sort of publication might be appropriate, for example, a book of family history, a pamphlet, a reference work, etc.
2. Evaluates whether there is a publishing project for the Society to undertake. The Publications Chair may help evaluate its potential value and feasibility. Consideration should be given to the following questions among others:
 - Who will prepare the document?
 - How will it be financed?
 - How will it be produced?
 - How will it be distributed and sold?
3. The Publications Chair might present to the Board of Directors an analysis of the project's potential value and feasibility and indicate the degree of support for it.
4. Helps or leads the publishing project if the Society decides to proceed.
5. Leads the marketing and sale of Society-published documents, working closely with the Treasurer, and the Corresponding Secretary who sometimes receives requests for the Society's publications.
6. Works in conjunction with or leads a team comprising a Publications Committee, the members of which should be selected by the Chair.
7. Safely stores the Society's publications and original artwork (digital or printed matter).
8. Prepares and administers the portion of the Society's budget that has to do with its publications. An incoming Publications Chair should refer to budget requests that the outgoing Publications

Chair has typically submitted in the past. The budget proposal is usually submitted to the Treasurer in June for consideration at the Board of Directors meeting in June.

9. Purchases supplies as needed, and gives the receipts to the Treasurer for reimbursement. These should normally be items that have been approved (budgeted) by the Board of Directors in its annual budget meeting in June.
10. Inventories of all supplies and publications should be maintained and submitted annually to the Treasurer. Publications should be replenished or as needed and/or for sales event opportunities.
11. Recommends pricing for new and /or existing publications. Pricing recommendations should be recommended to the Board of Directors for approval and should be based on current print and mailing costs.
12. Transfers funds to the Treasurer if involved in sales. Provides sales receipts to the customer and sends the duplicate receipt and the money promptly to the Treasurer.
13. Works with the Webmaster to assure accurate descriptions of the publications are posted on the website.
14. Makes recommendations to the Board of Directors for publication donations to worthy organizations and communicates the value of the donation to the Treasurer.

Section Revision Date: 7 February 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.17 Publicity Chair / Committee

6.17.1 Primary Duties:

The Publicity Chair promotes the Society through timely releases of information to the media and interested groups and sometimes by personal contact.

6.17.2 Roles & Specific Activities:

1. Prepares (or receives from the First Vice President) announcements of upcoming membership meetings, which are circulated to:
 - The Society website, currently at <http://nyrgs.org>
 - The Monroe County, NY Genealogy message board at <http://boards.rootsweb.com/localities.northam.usa.states.newyork.counties.monroe/mb.ashx> (as of Feb. 20, 2011).

Public libraries in the city of Rochester and Monroe County and six local college libraries through the Rochester Public library interoffice mail

- Public libraries in Monroe County,
- Nearby LDS Family History Centers
- Other groups or individuals deemed appropriate by the President or First Vice President.
- Other groups or individuals as the occasion warrants

The notice sent by the Publicity Chair contains information about the upcoming meeting. It may also contain the name and telephone number or E-mail address of the First Vice President and (at the end in somewhat smaller print) the name, telephone number, and e-mail address of the Publicity Chair. If requested, the Publicity Chair supplies a copy of the list of addresses to the President.

Notices from the CIG may also be posted in the same or more effective manner.

2. Receives (generally) the basic data (such as the speaker's name, biographical information, the title of the presentation, etc.) from the First Vice President about three or four weeks prior to the meeting. This is usually done by e-mail. The message may be edited by the Publicity Chair to fit the information on a single sheet of paper. Both the notice and the address labels are usually done on a computer. Usually, the Publicity Chair mails the announcements about two or three weeks before the membership meeting.
3. Conveys information about the Society, its meetings and events, etc., via e-mail as appropriate. Also sends the information to the President for his/her report at the membership meeting.
4. Responds to requests for information from the media, libraries, or other interested parties, although the major responsibility for this activity lies with the Society's officers.
5. Provides the list of addresses and all other information necessary for the incoming Chair to perform the duties of office.

6. Prepares and administers, if requested, the publicity portion of the Society's budget. An incoming Publicity Chair should refer to budget requests that the outgoing Publicity Chair has typically submitted in the past. The budget proposal is usually submitted to the Treasurer in June for consideration at the Board of Directors budget meeting in June.
7. Purchases stamps as needed, and gives the receipt to the Treasurer for reimbursement.
8. Purchases all other supplies as needed by the Publicity Chair in order to fulfill this role. Give the receipts to the Treasurer for reimbursement. These should be items that have been approved (budgeted) by the Board of Directors in its annual budget meeting.
9. Maintains control of the Society Banner and make it available at meetings and other Society-approved events as requested.

Section Revision Date: 28 March 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.18 Reception Committee

6.18.1 Primary Duties as Stated in the By-laws:

The Reception Committee makes nametags available to members and guests, greets and makes welcome persons attending the Society's membership meetings, and answers questions about the Society.

6.18.2 Roles & Specific Activities:

1. Obtains nametags for Rochester-based members from the Membership Secretary
2. Generally comprises two persons, who share the tasks of arranging the name tags in alphabetical order prior to the meeting and encouraging members to turn in their name tags afterwards. The Committee members should arrive sufficiently early to get the tags in order. They are also responsible for keeping the nametags in a safe place between meetings. If convenient, place the President's and First Vice President's name tags on the podium, so they do not have to stand in line.
3. Makes sure all attendees receive the meetings hand-outs, including those from RGS, the presenters, and any others that are provided to the reception desk.
4. Is prepared to provide general information, such as providing direction to the restroom facilities.
5. Reminds attendees that:
 - Book Distribution program tickets are available for purchase
 - Information about joining RGS and/or paying dues is at the table in the back of the room,
 - and provides other information as appropriate for the meeting
6. The Reception Committee members should recognize the diversity of meeting attendees, who may be beginners in genealogy or highly advanced researchers; this requires the exercise of friendliness, warmth, tolerance, patience, and the demonstration of a depth of knowledge and a willingness to help.
7. If possible, the Reception Committee should provide the President with the names of visitors, guests or first time attendees.
8. The Reception Committee members should attend all general membership meetings. If it is necessary for a Reception Committee member to miss a meeting, he/she should inform the President and find a substitute for that meeting.

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ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.19 Recycling Program Coordinator

6.19.1 Primary Duties:

The Recycling Program Coordinator is appointed by the President and is responsible for collecting printer cartridges and portable electronic devices from the general membership and submits them to the recycle vendor for recycling. The recycle vendor will then tally the items submitted and send a check to the Treasurer for the value of the recycled items.

6.19.2 Roles & Specific Activities:

1. The coordinator shall make a container available at all meetings of the RGS general membership and the RGS Computer Interest Group for the purpose of collecting printer cartridges and portable electronic devices.
2. Periodically, as the volume of collected items dictates, but at least twice a year, the coordinator shall call the recycle vendor for pickup of the collected items, or at (her)his discretion, (s)he may personally deliver the items to the recycle vendor.
3. The coordinator shall solicit a report from the recycle vendor at least annually which will document the effectiveness of the program.
4. The recycle vendor may change from time to time. Currently the vendor is:

Imagine It Recycling
565 Blossom Rd., Suite D
Rochester, NY 14610
(585) 872-5802
Carlie@ImaginRecycling.com

5. Items currently accepted for recycling include:
 - Printer cartridges (both inkjet and toner)
 - PDAs
 - Cellphones
 - Cordless phones
 - MP3 players
 - Digital cameras
 - Laptop computers
 - Camcorders
 - GPS devices
 - DVD players
 - External hard drives
 - Flash drives
 - Gaming devices
 - Satellite radios

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Section Revision Date: 28 March 2011

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.20 Single Organization Liaison / Representatives

6.20.1 Primary Duties:

A Liaison to another organization is appointed by the President with the approval of the Board of Directors (Article 6.2).

6.20.2 Roles and Specific Activities:

1. Serves as representative of the Society to the other organization.
2. Facilitates cooperation and collaboration between the Society and the other organization.
3. Keeps the Society and the other organization informed of activities, events, issues and new developments of mutual interest.
4. Attends meetings of the Society's Board of Directors and receives copies of the Board meeting minutes.
5. Makes reports to the Society's Board of Directors and membership when appropriate or requested.

These Liaisons include:

- Rochester Public Library Liaison
- DAR Liaison
- SAR Liaison
- Family History Center Liaison
- NYSCOGO Representatives
- Friends of Mt. Hope Liaison
- FGS Representative.

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Section Revision Date: 30 April 2008

ROCHESTER GENEALOGICAL SOCIETY, INC.

Appointed Position Descriptions

6.21 Webmaster

6.21.1 Primary Duties:

The Webmaster is responsible for maintaining the Society website.

6.21.2 Roles & Specific Activities:

1. The website contains basic information about the Society including a downloadable application form for prospective members.
2. Periodically, the Webmaster updates the site to describe the Society's upcoming meetings, programs, and events.
3. Links are added or removed as needed.
4. The site may also provide information about the Computer Interest Group, the Surname List, Society publications, etc.
5. The Webmaster is responsible for maintaining an attractive, informative site.

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7 Code of Ethics:

The Rochester Genealogical Society endorses the following ethical principles and encourages its members to adhere to them.

1. Promote a coherent, truthful approach to genealogy, family history and local history.
2. Present research results and opinions in a clear, well-organized manner; fully and accurately cite references; and refrain from withholding, suppressing, or knowingly misquoting or misinterpreting sources or data.
3. Refrain from knowingly violating or encouraging others to violate laws and regulations concerning copyright, right to privacy, business finances, or other pertinent subjects.
4. Support initiatives that preserve public records and access to them.
5. Be courteous to research facility personnel and treat records with care and respect; support efforts to locate, collect, and preserve the records by compiling, cataloging, reproducing, and indexing documents; refrain from mutilating, rearranging, or removing from their proper custodians printed, original, microfilmed, or electronic records.
6. Promote the welfare of the genealogical community.
7. Give proper credit to those who supply information and provide assistance; encourage applicable education, accreditation, and certification; and refrain from public behavior, oral remarks or written communications that defame the industry, individual genealogists, or the Society.
8. Avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.
9. Treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin.
10. Avoid injuring others, their property, reputation, or employment by false or malicious action.
11. Assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Source for sections 1-3 and 4-7: Used with permission,
The Association of Professional Genealogists,
<http://www.apgen.org/ethics>

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8 Index of Policies and Procedures

This index is the simple cross-reference for all of the policies and procedures. Any common name can be cross-linked to a position. The purpose is to make this document easier to use so comments are welcomed.

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