

Position Description for
President
Albuquerque Genealogical Society (AGS)
Revised December, 2020

Per the bylaws of AGS, the President shall preside over all official meetings and shall conduct other business as required by AGS. Specifically, this includes:

- Presiding over the monthly general membership meetings and the monthly Executive Board meetings.
- Presiding over any special meetings called by the President, by the Executive Board, or by the written request of five (5) members.
- Serving as a voting member of the AGS Executive Board.

Also, the President shall appoint the following:

- A two-person Auditing Committee. Committee members will be announced at the October membership meeting.
- A Nominating Committee consisting of two members plus the immediate past president, who will serve as the Chair. This committee is approved by the membership at the October meeting.
- The Chairperson of each standing committee identified in the Bylaws or established by the Executive Board.

The President represents AGS in interactions with the staff of ABC Libraries and other organizations, such as the New Mexico Genealogy Society on matters that affect the entire society. These interactions may involve a variety of things, such as the use of library facilities; coordination on joint projects; or the purchase or lease of equipment that would benefit the library and AGS members' research efforts.

Position Description for
Immediate Past President
Albuquerque Genealogical Society (AGS)

The Immediate Past President shall:

- Conduct projects as requested by the President or AGS Executive Board;
- Chair the annual Nominating Committee, present a slate of officers at the general membership meeting in December and ensure that this slate is posted in the Genealogy Center;
- Preside over the monthly general membership meetings in the absence of the President and Vice President;
- Serve as a voting member of the AGS Executive Board.

Position Description for
Vice President
Albuquerque Genealogical Society (AGS)

The Vice President shall preside over all official meetings in the absence of the President. and shall conduct other business as requested by AGS President. Specifically, this includes:

- Presiding over the monthly general membership meetings and the monthly Executive Board meetings in the absence of the President;
- Serving as the historian and presenting a report at the January general meeting of the previous year's activities and accomplishments;
- Conducting other business as directed by the President or AGS Executive Board;
- Serving as a voting member of the AGS Executive Board.

Position Description for
Secretary
Albuquerque Genealogical Society (AGS)

The Secretary shall:

- Record minutes at all meetings;
- File the meeting minutes in the AGS office;
- Conduct correspondence as directed by the President or AGS Executive Board;
- Serving as a voting member of the AGS Executive Board.

AGS Treasurer Job Description

Revised, December 2020

Per the AGS bylaws, the Treasurer shall:

1. Keep the financial records for AGS;
2. Manage AGS finances;
3. Keep the list of current AGS inventories;
4. Present the annual budget to the AGS Executive Board at the November meeting.
5. Serve as a voting member of the AGS Executive Board.

The Treasurer is responsible for the following:

- Pay bills and invoices including FGS dues and AGS sponsored library subscriptions;
- Keep a check register or list and a record of deposits;
- Make deposits of incoming funds;
- Manage incoming mail;
- Coordinate with ACF about annual distributions;
- Attend monthly Board meetings;
- Furnish bookkeeper with monthly check register, record of deposits, and bank statement as soon as available at the end of every month;
- Coordinate new-member information with Membership Chair;
- Send thank-you notes for donations;
- Purchases supplies or reimburse Board members and chair persons as needed, such as envelopes, postage, pens & etc.;
- Attend the annual Audit Committee meeting in January.

Disclaimer: This list may not be all inclusive.

Position Description for
Member-at-Large
Albuquerque Genealogical Society (AGS)

The Members-at-Large shall:

- Conduct projects as requested by the President or AGS Executive Board;
- Serve as the face of AGS to all members to be aware of their concerns, needs and ideas, and convey these to the AGS Executive Board;
- Serve as a voting member of the AGS Executive Board.

AGS Bookkeeper Job Description

Prepared by Rosemary McNerney Winkler, November 2020

The bookkeeper is responsible for the following:

- Prepare monthly financial statements from check register, deposits, bank statement, eBay sales and expenses, and PayPal accounts for the Board;
- Prepare the annual budget for the November board meeting;
- Attend the annual Audit Committee meeting in January;
- Prepare the annual Non-profit Corporate Report and file electronically to the NM Secretary of State with the \$10 fee by May 15;
- Prepare the annual IRS Form 990-N e-Postcard and file electronically by May 15;
- Prepare the Charitable Organization Annual Report for the Attorney General of NM Registry of Charitable Organizations and file electronically with a copy of the IRS Form 990-N by June 30.

Disclaimer: This list may not be all inclusive.

Position Description
for
**Chairperson
of the
Membership Committee**
Albuquerque Genealogical Society (AGS)

Per the bylaws of AGS, the “Membership Committee shall be responsible for maintaining the membership database and providing other services as requested by the Executive Board.”

Specifically, the Chairperson’s duties are as follows:

- Attend monthly Executive Board meetings.
- Attend monthly general membership meetings, arriving early for the purpose of (1) greeting guests and members; and (2) directing guests to the sign-in sheet and temporary name tags.
- Attend any special meetings called by the President, by the Executive Board, or by the written request of five (5) members.
- Maintain a small group of AGS volunteers to help serve as committee members and direct their duty assignments, including, but not limited to:
 - Maintain the membership database (*see separate position description for Database Manager*).
 - Prepare and send “welcome” packets to new members.
 - Prepare and send follow-up emails to guests following each monthly general membership meeting, which includes a “thank you” message and contact information for follow-up questions.
 - Provide a supply of blank name tags for guests.
 - Prepare name tags for all new members.
 - Routinely update all name tags to maintain accuracy with the current membership list.
 - Prepare and send reminder emails to members who have not paid dues in early April of each year, notifying members they will no longer receive Quarterly Newsletter as of May unless dues are paid.

Position Description for
Program Committee Chairperson
Albuquerque Genealogical Society (AGS), 9-28-2020

Organize and chair at least one meeting of the Program Committee per year at which the next year's programs are planned and assigned to various committee members for follow-up, including introductions of speakers.

Send the program dates and descriptions to the person in charge of the AGS website for online publication as soon as the schedule is confirmed.

Distribute the program dates and descriptions to the newsletter editor, the person in charge of calendars to be distributed in the Genealogy Center, the members of the Board, and any other party the Board feels it necessary to be notified.

Appoint a volunteer to make the annual AGS calendar to be distributed in the Genealogy Center and put on the AGS website.

Collect and collate the program ideas suggested at the annual Summer Stories program and prepare a questionnaire with these program ideas to be distributed to the AGS membership via Survey Monkey. The results of the Survey Monkey will be used by the Program Committee at its annual meeting to help formulate the following year's programs.

Each month, compile the general meeting agenda, send it to our printer, pick up the copies and distribute them at the monthly meeting.

If the speaker has a handout, obtain it, send it to our printer, pick it up and distribute it at the meeting. Determine whether the speaker consents to having his/her program recorded and posted to our website. After each program, send a thank-you note to the speaker.

Each month, about a week before the monthly meeting, write an announcement to be sent to the general membership with the details of the monthly meeting. Send this to the president to BLAST to the entire membership.

Each month, send an announcement to the AGS board members with suggested wording for their NextDoor submissions advertising our monthly meeting.

Each month, about a week before our monthly meeting, contact the librarian in charge of scheduling to have their IT technician help our speaker set up the equipment for the presentation in the library's auditorium.

At each monthly meeting, announce the next month's program and speaker as well as any other necessary program announcements. Introduce the speaker, or assign someone to do this.

At the end of the year, write the annual report of the Program Committee including the names of committee members and programs given. Give this report at the AGS annual January business meeting, give a copy to the AGS vice-president, and keep a copy in the Program Committee's notebook.

Keep biographies of speakers in the Program Committee's notebook.

Albuquerque Genealogical Society *Quarterly* Editor Job Description
By Rosemary McNerney Winkler
Revised November 2020

- *Quarterlys* are February, May, August, November.
- Editor must be familiar with what is in the AGS Bylaws with respect to the *Quarterly*.
- The November issue includes a Membership Application on color paper. Apparently the *Quarterly* editor is responsible for updating and ordering it from the printer.
- Shortly after the *Quarterly* goes out, begin setting up the next one.
- Open the previous year, same quarter, *Quarterly* in Publisher and “save as” the current year.
- Open the Master Pages and change the date. Change the date on the front page. Delete all articles.
- Enter information available about programs, SIGs, officers, committees, contents, calendar & etc.
- Enter articles on hand and as they come in, arranging the layout as you go.
- Read publications from other societies at the Genealogy Center for good articles to reprint. Request permission to use and they always give permission. If they do not respond, use the article anyway.
- Coordinate numbers to print with the Membership Chair and Mike Blackledge who sends out *eQuarterlys*.
- At the beginning of the month that it will go out, January, April, July, October, set up your dates to get the draft to proofreaders and notify them of the date. Remind columnists of the deadline.
- Contact SpeedZone Printing—AGS has a non-profit account with them—to confirm the printing date.
- Send *Quarterly* to the printer with number to print and copy the Treasurer to notify him/her of the order.
- Notify the person who will pick up printed copies for preparation to mail before Last Tuesday Research Day that month. The Membership Applications will also be picked up for the November issue.
- Send an *eQuarterly* to Mike Blackledge for distribution the day before Research Day.
- Distribute at Research Day to members in attendance. *
- Any not picked up on Research Day are stamped and taken to the post office. *

Disclaimer: This list may not be all inclusive.

* This applies when we have Research Day at the library. Otherwise all are mailed at USPS.

Position Description for AGS Research Day Coordinator

RESEARCH DAY @ MAIN is an event that at present is scheduled once a month (the last Tuesday of the month from 10:30am-3:30pm) at the Genealogy Center in the Main Library. Albuquerque Genealogical Society sponsors this event by providing experienced researchers who can aid genealogists and the general public in using the resources of the Genealogy Center.

Research Day Coordinator is a volunteer who organizes and promotes this monthly event to provide an opportunity for research volunteers to be of service to the Genealogy Center, AGS members and the community. The Research Day Coordinator has the following responsibilities:

Maintain a list of experienced research volunteers and their contact information as well as any special research expertise the volunteer may have.

Contact each volunteer one week before Research Day as a reminder, as well as to learn who is able to work at the next Research Day.

At the conclusion of each Research Day, report the number of sign-ins to the librarian on duty in the Genealogy Center.

Set up on Research Day:

Assign 2 volunteers to the Welcome Table who are in charge of (1) attendees signing in, (2) assessing the person's genealogy goals for the day and (3) assigning the best available volunteer to help them if needed. Informational signs and flyers are placed at this table.

Set up also entails seeing that signs are distributed to identify volunteers with their field of expertise and that free handouts are arranged on the library counter.

Supplies needed for set-up are kept in the locked AGS "office." RD Coordinator maintains security of the office by maintaining control of the key during set-up and while supplies are returned to the office at the end of the event. The Coordinator is responsible for returning the key to the librarian after set-up and again at the end of Research Day.

Maintain appropriate number of copies of Research Day handouts.

Promotion of Research Day:

Prepare a notice of Research Day @ Main to be sent to the AGS Membership about 1 week before the event.

Send notices of the upcoming Research Day @ Main to the following:

- Nextdoor.com (one week in advance)

- ABQ Journal community events online (by the 10th of each month)

- Several of the monthly magazines that has an "upcoming events" section, such as MarketPlace, monthly advertising magazine (15th of the previous month)

 - ABQ Magazine, monthly magazine (2 months in advance)

 - Prime Time

Position Description for
Education Chairperson
Albuquerque Genealogical Society (AGS)

Prepare and present at least one series of Beginning Genealogy classes at Main Library, times and dates as convenient and practical.

Respond to program requests from schools and other organizations.

Prepare and present any other classes the Board deems necessary.

AGS DNA Education Coordinator Job Description

This is an appointed position on the AGS B/D (Non-Voting)

The individual appointed to this position will participate in, where possible, and will coordinate all AGS Activities pertaining to DNA Education including:

1. The monthly DNA SIG
2. The monthly Saturday DNA Training/Lecture Sessions
3. Other DNA training/lecture sessions as needed
4. To take-on opportunities to speak about DNA on behalf of AGS or arrange speakers as needed.
5. Assist as needed on AGS Research Days to help staff the DNA table
6. To post pertinent DNA Information on the AGS website and Facebook site
7. Other DNA duties as may be directed by the AGS President and/or Board of Directors

Position Description
for
Database Manager
Albuquerque Genealogical Society (AGS)

The duties of the Database Manager are as follows:

- Maintain the membership database.
- Prepare and provide the following to the voting members of the AGS Executive Board, the Editor of the AGS Quarterly, and other Board members as requested, on a monthly basis, prior to the monthly Executive Board meeting:
 - Updated membership list
 - Monthly membership report
 - Monthly volunteer report
- Prepare and publish a complete and updated Membership Directory in May of each year.
- Prepare mailing labels for the AGS newsletter on a quarterly basis (i.e., February, May, August, November).

Position Description for Book Sales Chairperson Albuquerque Genealogical Society (AGS)

Book Sales

The purpose of the book sale is 2 fold:

1. to give the genealogy library money to buy more books for the members use and
2. to give the members a chance to obtain the books donated to the library that the library does not need or already has.

Specifically, the process is:

- Collect books either from the library or the person donating to AGS or the Genealogy Center.
- When picking up books from a donor, each book has to be checked through the library catalog to see if the Genealogy Center has it or not. If the Genealogy Center does not have the book, we bring it to the Genealogy Center Librarian. She/He will make the decision to keep the book or if not appropriate give it to us for the sale. If the Genealogy Center has the book already, we hold the book for our book sale.
- If picking up the books from the library, the Genealogy Center Librarian has already made the decision to let AGS have the book for the book sale.
- Set date for sale with Genealogy Center librarian
- Bring books home
- Make Book Sale list
- Put books in order based on the number assigned on the Book Sale list
- Price books
- Put book mark in each book with number from book sale list and price
- Send Book Sale list to be put up on Web site and sent by email to members
- Ask for volunteers to help set up
- Day before Sale set-up books on tables.
- Day of sale, sell books from 10am-1pm
- Count money, turn into treasurer
- Pack books up
- Clean up and put tables back where they came from.

Position Description for Chairperson of eBay Book Sales

(as of Dec. 2020)

Any books donated to the Albuquerque Genealogical Society from our members, estates or from the Friends of the Library are offered first to the Genealogy Librarian at the Main Branch of the Albuquerque Bernalillo County Library (ABCL).

Any books not added to the Library's Collection by the Genealogy Librarian are given to the AGS Book Sales Committee. These are offered to members at the annual AGS Book Sale.

Any books determined not of interest to our members by the Book Sales Committee are given to the eBay Book Sales Chairperson.

eBay

The AGS eBay site is <http://stores.ebay.com/abqgenealogicalsociety>. The ID is available on the job description in the AGS office on the 2nd floor of the Main Branch of the ABCL.

To determine the value of the book go to Amazon.com, AbeBooks and to the publisher's website to see if new copies are still available. Price the listing on eBay about 20% less than our competitors are offering.

Go to the website and enter the book under Listings, Create Listing. You will need to write a description of the book and include photographs. Photos of the cover to show the condition and of the Title Page and Table of Contents are helpful.

Include the price and weight of the book in the eBay listing. The books are sent Media Mail, the cheapest rate. eBay will calculate the postage based on the weight. There is a \$1.00 up-charge included in postage to cover the cost of the shipping supplies. The Chairperson can change this if desired.

Change the default email address to your address so you can receive notices of any sales. eBay will print out a mailing label with the buyer's address with postage paid automatically through PayPal. Adhere the label to the package and drop it off at the Post Office. Do not place any tape over the bar codes on the label. Change the return address on the label to your address.

To keep a high rating of the store, you will need to mail the book within three days of receipt of payment for the book. There are options available for the store to notify prospective buyers that the store is temporarily closed while you are out of town. Go to Overview, Selling Tools, Manage Store, Related Links, Vacation Settings.

PayPal

Payment for the books is made through PayPal. The email address for the AGS Books account is available in the AGS office. You will need to change the email address so you will receive notifications from PayPal. The password is available on the job description in the AGS office on the 2nd floor of the Main Branch of the ABCL.

The PayPal account is tied to a checking account. The checking account information is available on the job description in the AGS office on the 2nd floor of the Main Branch of the ABCL. If you are new to the position, you will need to add your name to the account as a signer. You will need a resolution from the AGS Board of Directors stating you are replacing the current signers (eBay Sales Chairman and the AGS Treasurer).

A minimum balance of \$50.00 must be kept in the bank account. This account is tied to the PayPal account so that you can transfer funds between the two accounts. This bank account has been used to transfer money from PayPal to AGS

by writing a check to AGS. It is also used to write a check to reimburse the person who purchases mailing envelopes and other supplies for mailing the books.

Book Ordering

Since the PayPal account has ready cash available, the Book Committee has transferred its book buying authority to the eBay Book Sales Chairperson. When an AGS member notifies you of a book they would like added to the Genealogy Library's Collection, check to see if the book is already in the Library's Collection. If it is not, check with the Genealogy Librarian to see if it would be a desirable addition to the Library. If it is, order the book paying for it with the funds in the PayPal account.

Once the book arrives, place a book plate in the book showing it was donated by the AGS. If the book was requested by an AGS member, let them know when the book is available at the library.

The Librarian can also request that funds from the AGS account be used to purchase books and other publications of interest.

Reporting to the AGS Treasurer

At the end of each month and prior to the AGS Board Meeting, provide the Treasurer with financial statements. See example below.

Balance Sheet

Month end balance in Bank account	XXXX
Month end balance in PayPal account	XXXX
Total Assets (sum of two accounts)	XXXX

Income and Expenses Summary

Income from Books Sold	XXXX
Less Expenses:	
eBay Final Value Fees	XXXX
eBay Monthly Store Subscription	XXXX
PayPal Fees	XXXX
Postage and Delivery	XXXX
Supplies	XXXX
Total Expenses (sum of above)	XXXX
Income from Book Sales (income less expenses)	XXXX
Expenditures for Books Purchased for ABC Library	XXXX
Net Income (subtract books purchased from Income from Book Sales)	XXXX

Position Description for Hospitality Committee Chairperson Albuquerque Genealogical Society (AGS)

Specifically, the Chairperson's hospitality duties are:

- Attend monthly general membership meetings and Executive Board meetings.
- Attend any special meetings called by the President, by the Executive Board, or by the written request of five (5) members.
- Maintain a small group of AGS volunteers to help serve as committee members and direct their duty assignments.
- Arrive early for monthly general membership meetings for the purpose of (1) greeting guests and members; and (2) directing guests to the sign-in sheet and temporary nametags.
- Maintain a variety of "get well", "thank you", and condolence cards in the office to send to members when requested.

The Chairperson's meeting preparation duties, with a group of volunteers, are:

- Arrive at 9:30am
- Help move tables and a few chairs into position in front of auditorium
- Help with bringing down name tags, guest book, and members list from AGS office
- Greet people at sign-in table
- Count number of people at the meeting
- After meeting collect name tags from stragglers
- Help move tables and chairs back to where we got them from
- Help take name tags and etc. back to AGS office

The Chairperson's catering duties are:

- Provide all paper products (cups, plates, utensils, and napkins) and bottled water for designated events.
- Set-up/clean-up hospitality table for designated events.
- Transport all food/paper products, bottled water, and needed coffee items to any rented location other than the library.
- Inventory and organize paper product supplies in the AGS office.
- Purchase needed supplies.

Position Description

AGS Public Relations Officer

Serve as the Chairperson of a committee to accomplish the following:

Create and maintain relationships with print, on air, and electronic media outlets to advertise AGS events, including, but not limited to, monthly meetings, research days and paid seminars.

Create and maintain relationships with libraries and senior centers throughout New Mexico to advertise AGS events, including, but not limited to, monthly meetings, research days and paid seminars.

Provide guidance to AGS officers and project leaders to develop the format and content of announcements. Ensure those announcements are distributed through the committee's contacts.

Responsible for posting announcements through the AGS listserv service.