

Southeast & Winnipeg Branch of the Manitoba Genealogical Society

EXECUTIVE OFFICERS:

President & Corresponding Secretary

First Vice President

Second Vice President

Treasurer & Membership Secretary

Recording Secretary

Three (3) Councillors

Past President



Elected annually at the AGM
by the Branch membership

STANDING COMMITTEE CHAIRPERSONS:

Programming

Communications

Library

Phoning



Appointed annually by the
Branch Executive

Southeast & Winnipeg Branch of the Manitoba Genealogical Society

Position Descriptions: Elected Officers of the Branch Executive

The Executive Officers shall manage the affairs and direct the activities of the Southeast & Winnipeg Branch (hereinafter referred to as the Branch) of the Manitoba Genealogical Society (hereinafter referred to as MGS or the Society).

Membership on the Branch Executive:

The Branch Executive shall be composed of nine (9) officers, eight (8) of whom shall be elected by the membership and the other shall be the immediate Past President of the Branch.

Term(s) of Office:

The officers shall be elected by the members of the Branch at the annual general meeting (AGM) for a term of one (1) year, or until their successors are duly elected and installed. The term of each officer commences on June 1st following the election and terminates on May 31st of their last year.

- No elected position on the Executive may be held by any one person for more than three (3) consecutive terms.
- No member may hold more than one (1) elected position on the Branch Executive at any one time.

Duties Common to All Officers:

Some of the duties of the Officers are common to each position. In order to reduce the size and redundancy of the Officers' position descriptions, common duties and expectations are listed here.

All officers must:

- Be a member in good standing of both MGS and the Branch
- Attend all Executive meetings (10 per year) if possible
- Attend a majority of the eight (8) Branch General Membership meetings held annually. These usually take place the second Monday of the months of June, September, October, November, January, February, March, and April.
- Attend the Branch AGM in May
- Notify the President if unable to attend a meeting and arrange for a representative if appropriate
- Perform duties from time-to-time as requested by the President (may include attendance at external meetings, serving on Ad Hoc or Special Committees, representing the Branch at Society or external functions)
- Make suggestions to the First Vice President concerning future programming
- Direct information received and requests for services and/or information to the most appropriate Branch Executive member to be dealt with
- Make an effort to personally meet new and prospective members during general membership and special interest group meetings
- Support the By-laws of the Branch, and the objectives of MGS
- Upon leaving office, transfer to the Executive, as soon as possible and within 30 days, all books, papers, records, and other property of the Branch

Position Description: President

Primary Duties:

The President presides at meetings of the membership and Executive; assigns and coordinates work of officers; is a co-signer on all Branch financial accounts; ensures that periodic reports on the Branch and its activities are made to MGS; and receives, sorts, edits, files and responds to all general correspondence addressed to the Branch.

Specific Activities:

- See "Duties Common to All Officers"

Governance

- Calls Executive and Branch meetings
- Determines the agenda for each Executive and Branch meeting
- Solicits agenda items from all Executive members at least one week prior to Executive meetings
- Provides a copy of the agenda to all Executive members at the beginning of the meeting
- Presides at each Executive and Branch membership meeting
- Seeks and appoints the chairs of the Standing and Special Committees, with approval of the Executive officers
- Is an ex-officio member of all committees of the Branch
- Appoints, together with the Executive, the person who conducts the annual financial review
- Recommends temporary replacement for any vacancy in any elected office and brings the recommendation to the Executive for approval by vote
- Ensures that a Branch Annual Report is prepared and presented at the Branch AGM
- Is one (1) of three (3) authorized signators on Branch accounts (two signatures are required on each cheque)
- Is aware of and periodically recommends that certain Branch members be recognized for their service

Correspondence

- Receives all correspondence for the Branch
- Ensures all general correspondence and requests directed to the Branch are responded to appropriately by directing information or requests to the appropriate Executive officers
- Speaks for the Branch in press, public, or printed forums. The President is the main representative of the Branch to the general public. The President may delegate these tasks to other Executive officers at his/her discretion

Liaison with MGS

- Ensures that the Branch is represented at meetings of the MGS Council and that a written Branch Report is submitted
- Ensures that an annual, written Branch Report is submitted for the MGS AGM and publication in the MGS Annual Report

Position Description: First Vice President

Primary Duties:

The First Vice President is responsible to oversee the work of the Programming Committee—recommending a Chairperson for appointment and reporting to the Executive on behalf of the committee.

Specific Activities:

- See “Duties Common to All Officers”
- Ensures that the program for general meetings and special interest group meetings of the Branch is developed, scheduled, managed and publicized each year
- Attends as many of the General Membership and Special Interest Group meetings as possible
- Presents the budget request for the Programming Committee to the Executive before the beginning of the fiscal year in June. Some of the anticipated expenses will be:
 - Honoraria for speakers
 - Photocopying of handouts
- Reports monthly to the Executive on the work of the Programming Committee
- Serves as President of membership and Executive meetings in the temporary absence of the President
- Serves as Acting President upon the resignation, dismissal, death or long-term disability, or other inability of the President until the Executive appoints an interim President or a new President is elected.
- Has signing authority as one (1) of three (3) Executive officers with signing authority, the other two (2) being the President and the Treasurer. Two (2) signatures are required for each cheque.

Position Description: Second Vice President

Primary Duties:

The Second Vice President is responsible to oversee the work of the Communications Committee and the Library Committee—recommending a Chairperson for appointment to each committee and reporting to the Executive on behalf of both committees.

Specific Activities:

- See “Duties Common to All Officers”
- Ensures that the content of information about the Branch and its activities is accurate and current in all formats in which it is published, including brochures, programming schedules, website content, and e-Zine publications
- Ensures that information about the Branch and its activities is published
- Presents the budget request for the Communications Committee to the Executive before the beginning of the fiscal year in June. Some of the anticipated expenses will be:
 - Fees for e-Zine distribution
 - Printing costs for Branch pamphlets and Programming schedules
 - Advertising costs for special Branch activities (e.g. workshops)
- Reports monthly to the Executive on the work of the Communications Committee
- Ensures that there are volunteers scheduled to cover all required Wednesday evening shifts to open the MGS Library to the public
- Reports monthly to the Executive on the work of the Library volunteers
- Is second-in-line to succeed the President, and would assume the duties of the First Vice President should the First Vice President have to assume the duties of the President on an ongoing basis

Position Description: Treasurer & Membership Secretary

Primary Duties:

The Treasurer manages and administers all funds of the Branch; prepares and administers the Branch's annual budget; regularly reports to the Executive and the membership on the state of the Branch's finances; annually submits all Branch accounts for review; and maintains a historical file of the Branch's financial records. The Membership Secretary prepares and maintains the Branch's membership list; collects membership dues; advises the Phone Chairperson which members have overdue membership accounts.

Specific Activities:

Financial

- See "Duties Common to All Officers"
- Manages and administers all accounts and funds of the Branch.
- Uses accounting software or spreadsheet software to maintain financial records and stores a back-up copy in the MGS Resource Centre
- Knows all of the passwords for all accounts, and upon taking office, shares all passwords with the President
- Receives dues and other monies collected or received by MGS on behalf of the Branch
- Assures that a suitable account record is maintained of Branch income and expenditures, assets and liabilities
- Maintains paper copies of records, monthly reports, deposits, and cheques and ensures all cash transactions are documented with paper receipts
- Together with the President and Recording Secretary, ensures that all expenditures are approved by vote by the Executive
- Ensures that the current President, First Vice President and Treasurer are the authorized signators on all accounts. (In special circumstances, as determined by the Branch Executive, signing authority may be given to other Executive members, but in no circumstance should there be more than three or less than two officers authorized to sign on behalf of the Branch.)
- Prepares the annual budget for the Branch's operations, for approval at the June Executive meeting
- Reports monthly to the Executive on the Branch's financial accounting
- Reports, as required, to MGS on the Branch's financial accounting
- Attends the Branch AGM and presents a reviewed Branch financial statement
- Submits a reviewed Branch financial statement annually to MGS for its Annual Report and AGM
- Maintains a list of equipment owned by the Branch
- Upon leaving office, transfers to the executive as soon as possible and within 60 days from end of fiscal year (30 days mid-year), all books, papers, records and other property of the Branch. The Financial records must be complete and balanced to the last day in office.

Membership

- Maintains a current membership list, updates changes of address and contact information
- Presents an updated membership list, identifying members in good standing and members in arrears, each month to the Executive
- Creates a monthly list of members who are in arrears for the Phone Chairperson

Position Description: Recording Secretary

Primary Duties:

The Recording Secretary takes minutes for the Annual General Meeting of the Branch (usually in May); records the official results of the vote at the AGM; takes minutes at all Executive meetings; maintains an historical file of minutes, resolutions and other documents of the Executive.

Specific Activities:

- See "Duties Common to All Officers"
- Maintains a current list of officers, committee chairpersons, and committee members and distributes as appropriate
- Attends each meeting of the Executive on time as no official meeting may start without a secretary.
- Records the minutes of all Executive meetings
- Sends minutes of the Executive, via e-mail, to all Executive officers and the MGS President within 14 days of the meeting
- Places a copy of the Executive minutes and the monthly financial report into the Branch Executive binder, maintained in the MGS office
- Together with the President and the Treasurer, ensures that all expenditures are approved by vote by the Executive
- Attends the Branch AGM to take minutes and record official results of the vote
- Brings copies of all Executive meeting minutes from the current fiscal year to the AGM for reference

Position Description: Councillor

Primary Duties:

A Councillor represents the interests of the general membership of the Branch; supports the President in directing the activities of the Branch; and performs other duties as required and directed by the President.

Specific Activities:

- See "Duties Common to All Officers"
- Participates, as a member or Chairperson, on one (1) Standing Committee
- Participates in Ad Hoc committees as directed by the President
- Acts as Recording Secretary for Executive Meetings and/or the AGM in the absence of the Recording Secretary, as directed by the President

Position Description: Past President

Primary Duties:

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

Specific Duties:

- See “Duties Common to All Officers”
- Advises the incoming President of all contractual arrangements, contracts, and appointments upon change of presidents
- Assists in a smooth transition at the end of the his/her last year as President
- Serves as an institutional memory to ensure continuity of appointments, programs, policies, and procedures
- Helps the Executive with meeting processes (“parliamentarian”)
- Serves as Nominating Committee Chairperson:
 - Prepares the nomination form for distribution through various methods
 - Contacts those nominated for office
 - Prepares the ballot
 - Runs the elections during the AGM
 - Counts the ballots
 - Reports the results to the membership at the AGM
- Serves as Acting President on occasions when the President and both Vice Presidents are unavailable
- Chairs Branch Executive meetings if requested by the President

Term of Office:

The immediate Past President shall serve on the Executive until the current President has completed his/her term(s). Should the current President vacate the office during his/her term, the immediate past President shall continue to serve during the term of the interim administration, and for the full term of the next elected President.

Southeast & Winnipeg Branch of the Manitoba Genealogical Society

Position Descriptions: Appointed Chairs of Standing Committees

The President shall appoint a Chair for each of the standing committees of the Branch annually, and the Executive shall approve the appointments at the June Executive meeting. The Standing Committees of the Branch include, but are not limited to:

- Programming Committee
- Communications Committee
- Library Committee
- Phoning Committee

The President is an ex-officio member of all standing committees

Term(s) of Office:

- Chairpersons shall be appointed annually, their term to run from June 1st to May 31st.
- There is no limit on the number of consecutive terms a Standing Committee Chairperson may serve in one position.
- The Chairperson of any Standing Committee may also hold an elected position on the Executive.
- In the absence of a Committee Chairperson, the Vice President of the Executive with oversight responsibilities for the Committee will act as Chairperson until someone can be appointed.

Duties Common to All Standing Committee Chairs:

Some of the duties of Chairs of Standing Committees are common to each position. In order to reduce the size and redundancy of the Chairs' position descriptions, common duties and expectations are listed here.

All Chairs must:

- Be a member in good standing of both MGS and the Branch
- Give a report, verbal or written, to the Vice president with oversight of the committee, for monthly Executive meetings or as required by the Executive
- Submit a written report on the activities of the committee for the Branch AGM in May
- Arrange for an alternate to attend any scheduled meeting if unable to attend
- Upon leaving position, transfer to the Vice President with oversight of the committee, as soon as possible and within 30 days, all books, papers, records and other property of the Branch

Position Description: Chair Programming Committee

Primary Duties:

The Chair of the Programming Committee develops, plans, schedules and manages the program for general meetings and special interest group meetings of the Branch each year

Specific Duties:

- See "Duties Common to All Chairs"
- Determines the schedule of the general and special interest group meetings for the entire year
- Prepares, with the First Vice President, a budget request for the June Executive meeting. Some anticipated expenses include:
 - Honoraria for speakers
 - Photocopying of handouts
- Helps the Treasurer update the equipment inventory annually
- Forms a Programming Committee with volunteers who are members in good standing of MGS and the Branch

With the Committee

- Gathers names and ideas for prospective speakers and topics and maintains a list, with reference materials
- Plans programs, confirms speakers, dates and presentation titles prior to September each year
- Liaises with the Communications Committee to publicize the programming schedule through pamphlets, posters, website, e-Zine and other methods
- Reconfirms speaker, date, and title of presentation, and obtains a brief description of the topic, along with a brief presenter biography two (2) months prior to the scheduled presentation, and arranges for same to be publicized in the monthly e-Zine
- Confirms equipment and photocopying needs with the speaker at least one (1) week prior to the presentation
- Confirms with the Phoning Chair any changes to the published schedule as soon as possible, preferably at least two (2) weeks in advance of the scheduled presentation
- Sets up equipment before each presentation, controls equipment and lighting during presentations, and dismantles and puts away equipment following each presentation
- Arranges to open the MGS Resource Centre early on presentation nights so the speaker can prepare
- Makes and distributes photocopies (if applicable) of the presentations
- Writes a thank-you card and has an endorsed cheque for the honorarium ready to present to the speaker when thanking the speaker immediately following the presentation
- Ensures that the presentation keeps to the schedule and runs smoothly
- Thanks the speaker and presents the honorarium while members are still present
- Closes each program meeting by announcing upcoming programs
- Maintains a list of past presentation topics, speakers, and handouts

Position Description: Chair Communications Committee

Primary Duties:

The Chair of the Communications Committee promotes the Branch and its activities through timely releases of information through appropriate publication forums.

Specific Duties:

- See "Duties Common to All Chairs"
- Liaises with the Executive and other committees to determine the need for public and internal communications
- Prepares, with the Second Vice President, a budget request for the June Executive meeting. Some anticipated expenses include:
 - Fees for e-Zine distribution
 - Printing costs for Branch pamphlets and programming schedule
 - advertising costs for special branch activities (e.g. workshops)
- Forms a Communications Committee with volunteers who are members in good standing of MGS and the Branch

With the Committee

- Ensures that the Branch brochure has current information and redesigns it if necessary
- Ensures there is a sufficient supply of Branch brochures for anticipated distribution needs each year, and has more copied as necessary
- Prepares (or receives from the Programming Committee) announcements of upcoming programs and speakers and prepares them for publication in the Branch e-Zine
- Receives the programming schedule from the Programming Committee and creates a programming brochure, has it printed, and arranges for distribution each year
- Liaises with the MGS webmaster to have Branch information updated and posted
- Prepares and distributes mass e-mail communications for members to announce special Branch events
- Creates and maintains a distribution list and process for communication of Branch publications and announcements

Position Description: Chair Library Committee

Primary Duties:

The Chair of the Library Committee arranges for volunteers from the Branch membership to staff the MGS Library on Wednesday evenings from September to June.

Specific Duties:

- See "Duties Common to All Chairs"
- Receives annually from the MGS Vice President of Administration the dates of periods of closure for the MGS Library and uses these to determine a schedule of Wednesday evenings the Library is to be open
- Recruits volunteers, who are members in good standing of MGS and the Branch, to fill shifts on Wednesday evenings, from 7 pm to 9 pm. Two (2) volunteers are required to be present at all times when the Library is open to the public. These volunteers form the Library Committee
- Creates a schedule, ensuring one volunteer for each shift has a key to the MGS Resource Centre
- Liaises with the MGS Vice President of Administration to arrange keys as necessary and in accordance with MGS policies and procedures
- Distributes the schedule of Wednesday evening volunteers, with contact information and the names and contacts of back-up volunteers, to the Executive, the MGS Vice President of Administration, and all Library Committee members, prior to Labour Day each year
- Meets with all new Library volunteers to provide orientation to Library and duties, or arranges with the MGS Librarian to provide an orientation

Position Description: Chair Phoning Committee

Primary Duties:

The Chair of the Phoning Committee phones Branch members who do not have e-mail access to the e-Zine to communicate important Branch information.

Specific Duties:

- See "Duties Common to All Chairs"
- Receives from the Treasurer/Membership Secretary a monthly list of Branch members whose membership is in arrears (3 months past due) and telephones those whose numbers are not long-distance to remind them
- Maintains a list of Branch members who request telephone notification of upcoming Branch programs and events, and telephones them one to two weeks in advance of each event
- Advises the Treasurer/Membership Secretary of any changes in contact information collected during phone contacts

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