



Starting a JGS: LEADERSHIP JOB DESCRIPTIONS

Deborah Long, [Triangle Jewish Genealogical Society](#) (2015) Revised 2022

Every JGS is organized differently. Some societies have a very loose infrastructure; some have a very elaborate infrastructure. No matter how your JGS is organized, it is helpful when leadership changes hands or is looking for new help to be able to describe the role of the job.

The following job descriptions for a JGS president, vice-president, secretary and treasurer are provided as examples and should be adapted for your JGS' needs.

JGS OFFICER JOB DESCRIPTIONS

Job Title: **PRESIDENT** - Elected Officer, Board Member

Job Responsibilities:

1. Preside at all meetings of the Society and the Board of Directors.
2. Appoint chairs and/or members to Committees
3. Prepare annual report for the annual meeting.
4. Work with others to prepare a budget for the following year.
5. Maintain relationship with IAJGS.
6. Maintain relationships with responsible parties at the Society's meeting places.
7. Maintain relationships with local genealogical organizations, such as the Family History Center.

Procedures:

1. Oversee the functioning of the Society by maintaining close contact with the Board members between meetings and committees and taking appropriate action when problems arise.
2. Prepare the agenda for Board and General membership meetings and give a copy to the secretary before each meeting.
3. Present the prepared budget to the Board for approval, and then to the general membership for adoption at the annual meeting.
4. Facilitate membership/business meetings.

Job Title: **VICE-PRESIDENT** - Elected Officer, Board Member

Job Responsibilities:

1. Serve as Program Chair.
2. Assume the duties of the president in the absence of, or at the request of, the President.
3. Plan the programs for the coming year.
4. Assist the president as requested.
5. Attend board meetings.

Job Title: **SECRETARY** - Elected Officer, Board Member

Job Responsibilities:

1. Record minutes of Board meetings and general membership meetings.
2. May maintain membership files/records.

Procedures:

1. Record minutes of Board meetings. Prepare minutes after meeting and email them to board members for their corrections. Correct minutes, if necessary and send to members. Make a copy available at the general membership meeting.
2. Record minutes of general membership meeting, email to Board members for corrections, and make copy available at the general membership meeting.
3. Maintain membership files/records and communicate with treasurer regarding members' dues.

Membership files/records may include:

- * Bylaws
- * Standing Rules
- * Current Budget
- * Photocopies of all legal documents
- * Renewal dates of all contracts and permits
- * Minutes of Board and general membership meetings for current and previous year
- * Year-end Reports
- * Membership Directory

Job Title: **TREASURER**- Elected Officer, Board Member

Job Responsibilities:

1. Collect receivables and pay disbursements for the Society.
2. Keep an accurate and complete accounting of the income, expenses and assets of the Society.
3. Prepare and furnish a timely treasurer's report to all Board members prior to the board meetings.
4. Present the monthly treasurer's report at the general membership meeting.
5. Create an annual report and make records available for audit.

Procedures:

1. Pay bills and other expenses within the approved Society budget without board approval.
2. Pay bills up to \$_____ without Board approval, if the bill is presented within _____ days and represents a bona fide transaction.
3. Pay those amounts to individuals or organizations as may from time to time be approved by vote of the Society Board.
4. Pay facility for meeting room use on day of the meeting.
5. Pay expenses for printing and mailing and other necessary expenses of the organization
6. Collect any other funds owed the Society and deposit into Society accounts.
7. Balance books and provide monthly Treasurer's report to Board members by email prior to board meetings.
8. Present Treasurer's report at monthly general membership meetings. (Bring copies to be placed on back table.)
9. Create an Annual Treasurer's Report and provide copies for distribution at the annual meeting.
10. Prepare a budget for the following year; present it to the Board for review, amendment and approval.

OTHER BOARD AND VOLUNTEER POSITIONS

A JGS also needs volunteers or board members who can help with additional responsibilities. Here are some examples of functions you may need within a JGS over time

Website manager Website managers may have a background in information technology or are comfortable and adept with learning technology. Website programs usually have a help desk which can help the manager identify solutions and solve issues that arise. Website managers may need to perform the following tasks: oversee the functionality of the website, evaluate and manage website performance, facilitate hosting and server management, and develop, maintain and update website content.

Newsletter editor Some societies have elaborate newsletters that are distributed on a regular basis with articles written about a range of genealogical topics. Others use newsletters to post mainly about upcoming events of interest. The newsletter editor may do all or some of these tasks: solicit articles for the newsletter from board members, individuals, and other sources; edit all text submitted for publication; write articles for the newsletter as appropriate; design and produce the newsletter as well as distribute it on a regular basis.

Program director Program directors are responsible for researching, planning, and implementing programs that keep their organization running. They must locate, schedule, and follow up with program presenters and take care of the details leading up to the program event. Sometimes they manage the program as it happens, dealing with technology problems, facilitating questions, and arranging for notes and follow up summaries. Program directors work closely with the speakers as well as the newsletter editor and publicity manager.

Social media/publicity manager Today's organizations must have a meaningful social media presence such as Facebook. The social media/publicity manager must know how to reach out to a variety of non-traditional as well as traditional media sources to publicize the organization and its events.

Some of the tasks of the publicity manager might include the following: reach out to local Jewish press and organizations with press releases on upcoming events, if meeting on-line, they may reach out more broadly to groups such as the JewishGen Discussion Group, plan, design, implement and monitor social media marketing campaigns; create, curate and manage social media content, including text, audio, visual and multimedia formats; engage users with prompt responses, organize competitions, ask questions and cultivate relationships. design, implement and manage social ad campaigns integrated into the company's strategic marketing plans; and track social media campaigns' key performance metrics to maximize results and report progress to management.

Membership director A membership director cultivates new members and sustains existing ones. Membership directors may be in charge of welcoming kits, including helpful guides to getting started in genealogy to using the organization's resources. The membership director should work effectively with the meet-and-greet manager (see below). This individual should also make sure that the secretary and treasurer have been notified about any new society members. A welcome email is an important outreach to new members and an opportunity to learn more of what drew them to your organization.

Meet-and-greet manager One of the most important responsibilities in a JGS is helping members, particularly newcomers, feel welcome and recognized at their first meeting. Part of this individual's job may be to prepare nametags and to introduce members to each other. In certain environments, the meet and greet manager may also be in charge of refreshments and cleanup.

Communications manager – This person is responsible for reaching out to members via email for upcoming events and publicizing topics of interest. He or she may want to make use of systems such as Mailchimp or Constant Contact to reach their base of members and interested individuals.