



Operations: LEADERSHIP JOB DESCRIPTIONS

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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 relationship with responsible parties at the Society's meeting places.
7. Maintain relationship 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 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. 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 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 the printing and mailing of the quarterly, or provide sufficient funds to the quarterly staff as appropriate.
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 Board for review, amendment and approval.