

The North Collin County Genealogical Society bylaws include the following Job descriptions:

President: The President shall preside at all meetings of the Society and the Board of Directors and shall appoint special committees as needed. The President shall nominate candidates to fill vacancies of the Board of Directors with Board approval. With the Secretary, the President shall sign all documents authorized by the Society. The President shall serve as an ex-officio member of all committees, except the Nominating Committee.

1st Vice President: The First Vice President shall assume the duties of the President in the absence of, or at the request of the President. The First Vice President shall assume the office of President should the President vacate the office. The First Vice President is the Director of the Program Committee.

2nd Vice President: The Second Vice President shall be the Director of Membership.

Secretary: The Secretary shall be the custodian of the Society records except those specifically assigned to others. The Secretary shall take the minutes and maintain a file of Board meetings. The Secretary, with the President, shall sign all contracts and documents authorized by the Society.

Treasurer: The Treasurer shall be the custodian of the funds of the Society. Disbursements on behalf of the Society shall require two authorized signatures. Signatures of the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer shall be authorized. The Treasurer shall provide financial records for an annual audit in December. The Treasurer shall notify members of delinquent dues.

Founding Director: The Founding Director shall serve as an ambassador of the Society; promoting the Society to the community, working to increase the membership, and developing relationships with other organizations of mutual interest relating to the achievement of our goals.

Historian: The Historian shall collect and preserve all items of historical interest to the Society; maintain copies of Society publicity and Newsletters. The Historian shall maintain a record of Society meetings and activities.

Newsletter Editor: The Newsletter Editor shall collect and receive material of value and interest to the membership and publish a Society Newsletter on a regular basis.

Parliamentarian: The Parliamentarian shall serve as custodian of the bylaws of the Society. The Parliamentarian shall maintain updated Bylaws, which reflect the Society's basic structure and governing of normal operations.

Society Librarian: The Society Librarian shall collect and preserve the personal history, genealogy, and pedigree charts of the membership. The Librarian will work with the Library Liaison to organize the personal histories, and related data of the membership and make them available in the Library. The Society Librarian shall chair a committee to provide the Society with recommendations for donations to the Genealogical Collection of the McKinney Memorial Public Library.

After typing these up, we definitely have to address these descriptions. The Founding Director hasn't been involved with the Society for at least 15 years. All these positions, except for Founding Director, are elected one year terms. No officer can serve more than two years in a row in the same office.

Susan Kusterbeck
NCCGS Newsletter Editor