

Hello

Please see the attached board position descriptions.

Thank you,
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The Humble Area Genealogical Society

ARTICLE VIII-COMMITTEES

Section 1. Standing Committees of THAGS shall be Library, Membership, and THAGS Newsletter. Standing Committee Chairs shall be appointed by the Board. Members may volunteer to assist the Chair.

Section 2. Duties:

A. Library Chair:

- establish and maintain a systematic method of acquiring, cataloguing, and distributing books, pamphlets, magazines, reports, maps, and the like that make

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up the genealogical library of THAGS for the use of THAGS members and the public

- maintain a current inventory of all library materials belonging to THAGS
- keep a record of all donations for books, films, and the like and an accounting of resale material and transmit the funds to the Treasurer for deposit
- maintain records of the book funds and present accounting reports to the Treasurer.

B. Membership Chair shall establish a program to encourage new members to join THAGS and create an atmosphere of welcome for both members and guests at the general membership meetings.

C. Newsletter Committee Chair shall be responsible for editing and publishing the THAGS newsletter and may select a staff to assist with the publication.

Section 3. Special Committees of THAGS shall be appointed at the request of the Board.

ARTICLE VII-DUTIES OF OFFICERS

Section 1. The President shall: preside at all meetings of the general membership and the Board; sign all contracts and documents authorized by the Society; sign checks for authorized disbursements in the absence of the Treasurer; serve as an ex-officio member of all committees, except the nominating committee.

Section 2. The Vice-President shall: assume the duties of the President in the absence of, or at the request of the President; assume the duties of the President for the remaining term in the event of a vacancy in the office; and direct program planning to coordinate programs and speakers for general membership meetings.

Section 3. The Secretary shall: keep a correct record of all proceedings of the Society; write minutes of Board meetings and regular Membership meetings; distribute draft minutes of both meetings by email to Board members at least three days prior to regularly scheduled Board meetings for consideration during said Board meetings; maintain the corporate non-financial books.

Section 4. The Treasurer shall: keep an accurate account of receipts and disbursements; make authorized payments; collect dues; distribute a draft report by email to Board members at least three days prior to scheduled Board meetings for consideration during said Board meetings; serve on the Budget Committee; prepare and assist audits as required; and present a financial report to the membership at the first meeting in September; and make filings with the State of Texas and/or Internal Revenue Service, as required.