

You asked for Job Descriptions. I make a distinction between Job Descriptions and Position Descriptions. Job descriptions in my awareness are the short paragraph descriptions that might be in the bylaws...very generic and a brief overview of the function. Position descriptions, on the other hand, are 'how to' for doing the job. For example for the treasurer, the position description could include a list of the society's memberships, contact information for the memberships and when dues are to be paid, e.g. TxSGS, WICS, NGS, etc.

I have attached some of our position descriptions. We have more opportunities...develop position descriptions for the remainder of the board and chair positions.

Kind regards,  
Jenny Sharrer, director  
West Houston Area Genealogy Society (WHAGS)

---

## **Program Chair Position Description**

West Houston Area Genealogy Society (WHAGS)

The individual in the program chair position has one of the significant roles in the Society. The society's success, to a large extent, is dependent upon providing quality presenters on topics our members desire.

The program chair is responsible for leading a Program Committee to coordinate the development and administration of a survey of the membership to obtain preferred topics for the upcoming year. They then work with the Committee to select topics and speakers and draft the Calendar of Events.

### **Skills needed:**

1. Intermediate skills with Word and email.
2. 'Sales' skills sufficient to reach out and confirm speakers/presenters.
3. Organizational skills sufficient to keep track of collecting data from speakers, putting data into flyers, setting up and updating the Calendar of Events, sending flyers to Board members, Publicity Chair, Web Master, Membership Chair, Newsletter Editor, and checking with speakers to ensure readiness for presenting.
4. Leadership skills adequate to organize and work with a Program Committee of 2 to 4 people to complete the various tasks.

### **Responsibilities:**

#### **1. February & March:**

- Form or reconvene a Program Committee by early February.
- Coordinate the development of a survey to obtain input on desired topics for upcoming year. Incorporate idea of having 'streams' of topics...plan is to have topics we continue to provide programming around, e.g. DNA and getting started as a newbie in genealogy research.
- Send survey to the membership by mid-February.
- Tabulate the results and develop the list of top eight topics for upcoming year.

## **2. Early April:**

- Begin identifying possible speakers for topics using information about past speakers, speaker's websites, list of speakers on websites (TxSGS, sister genealogy societies, etc.) and by asking WHAGS members.
- Present list of eight topics and possible speakers to board for discussion, inputs and support.
- Draft Calendar of Events in preparation for sharing with members at May meeting.

## **3. May meeting:**

- Update Calendar of Events and share with the membership at the Annual General Meeting.

## **4. May and June:**

- Contact and develop working relationship with speakers clarifying the Society's expectations, complete contracts (if needed/desired) and track progress using:
  - *Program Planning for WHAGS for 20??-20??*
  - *Monthly Program Tracking Chart for 20??-20??*
  - *Checklist for Working with Speaker*
  - *Presenter's Worksheet*
  - *Contracts (if needed)*
- Provide prospective speakers with expectations of the Society:
  - Article for newsletter containing information about the topic they will be speaking about.
  - Handouts for participants that summarizes their presentation.
  - At least two tips each for those new to genealogy and those with experience.
  - Homework assignment to assist with transfer of learning.
  - Question and answer session following the formal presentation.
- Update the Calendar of Events as programming for upcoming year is firmed up and forward to those needing it (Publicity Chair, Board members, Webmaster, Newsletter Editor and Membership Chair).
- Provide the treasurer and the board with an itemized budget update as speaker fees are confirmed.

## **5. Mid-August and then mid-month for next nine months:**

- Create publicity flyer and send those needing it for publicity purposes: Publicity Chair, Board members, Webmaster, Newsletter Editor and membership Chair.

## **6. Hybrid events:**

### **At event:**

1. Arrive early to greet the speaker whether in-person or on-line to confirm comfort level, verify electronics are ready to go, and any last minute needs.
2. Place handouts and evaluations on welcome table.
3. Give the technical person an electronic version of both the handout and evaluation form for posting on Zoom for those participating virtually.
4. Following organizational announcements and/or any Society business; introduce the speaker. Keep comments brief.
5. During presentation, if you haven't already created a question or two for speaker, do so.
6. Following the formal presentation, ask presenter questions in Chat Box, ask at least one question yourself and invite in-person participants to ask their questions. Use phrases like, "What clarifying question do you have for ?? to make sure you can go back and use what s/he has presented?"

7. Thank the speaker on behalf of the organization using at least one specific observation from the presentation to make it a custom thank you. An example might be, "Jeanie, your homework assignment has motivated me to want to create an Heirloom Book. Thanks for giving us many tips for preserving our heirlooms."
8. Ask in-person participants to place evaluations in "Survey Return" box.
9. Present the check and "Thank You" card or announce which charitable organization (picked by the speaker) will receive a donation.
10. Assist the speaker in gathering their materials.
11. Collect evaluations from the "Survey Return" box.

**After event:**

1. If the presenter is remote and if there is a fee due to the presenter, make arrangements with the treasurer to mail it.
2. If there is to be a donation to a charity, work with the treasurer to make the donation.
3. Have surveys tabulated and share with Board at next Board meeting.
4. Share survey summary with presenter if they asked for it.

---

## **Membership Chair Position Description**

West Houston Area Genealogy Society (WHAGS)

The person in the Membership Chair position plays a key role in ensuring members and visitors have a positive experience during their involvement with the organization. For example, the Membership Chair may very well be the first person seen when arriving at an in-person meeting. In addition, the tone of communication s/he sends out conveys insights into the culture of the chapter. Further, how the Membership Chair completes their role speaks to how the chapter operates...professional and helpful or not so professional or helpful.

**Skills needed:**

1. Intermediate skills with both Word and email.
2. Customer service skills in so far as being welcoming, helpful and punctual when interacting with guests and members.

**Details of the role by month:**

**Mid-June** – send out one email to members asking for renewals. **(Sample #1)**

**Mid-August** — send out two emails...one to members reminding them to renew (if not already renewed) and one to 'potential' members (those who visited during the year or were former members) **(Samples #1and #2)**. The goal is to have emails out by the end of the 2<sup>nd</sup> week of August.

Attach to emails:

- a. Membership Application **(Sample #3)**
- b. Calendar of Events for upcoming year **(Sample #4)**
2. Email will instruct renewing and new members to mail their dues and the Membership Application to the Society's P.O. Box (P.O. Box 842661, Houston TX 77284-2661) or bring to the first meeting held the 2<sup>nd</sup> Thursday of September (when we can meet in person).

3. Treasurer picks up Society mail at the post office and forwards any Membership Application forms sent into the P.O. Box to the Membership Chair, President, Secretary, Newsletter Editor and Web Master.

**September thru May for monthly meetings— (Some of the following only applies when the Society meets in person)**

1. Update Membership List:
  - a. Whenever there is a new member.
  - b. Whenever there is a cancellation of membership.
  - c. Revise numbers on the Membership List for Life Members, Paid Members and Total Members as changes occur.
  - d. Send revised Membership List to President, Secretary, Newsletter Editor and Webmaster as updated.
  - e. Send revised Distribution List from updated Membership List to President, Secretary, and Newsletter Editor.
2. Update Surname List for the web site whenever there is a new member or whenever a member leaves the Society and send to the Webmaster.
3. Prepare a Sign-in list for both members and visitors (**Sample #5**).
4. Develop name badges for new members.
5. Arrive at 12 noon to arrange tables for check-in.
6. Set out:
  - a. Sign-in sheets for both members and visitors
  - b. Badges
  - c. Membership Application forms
  - d. Blank paper badges for visitors
  - e. Copies of Calendar of Events
  - f. Copies of flier for next month's presentation
7. Follow up with an email to visitors acknowledging their participation and invite them to join. Attach a Membership Application and Calendar of Events. (**Sample #6**)
8. Add visitor email to Potential Members distribution list.
9. Send New Member Welcome Packet to new members.
10. Update Attendance Sheets
11. Coordinate with Telephone Committee to share both the Attendance Sheets and Membership List so they can make calls to members who have missed a few meetings.

**October** (after the October meeting):

1. Send email to members from last year who have not attended either of the past two months' meetings and who have not paid dues for the year (**Sample #7**)
2. Enclose the annual calendar of events and membership application form

**Early November** (Prior to November meeting)

1. If have not heard back from those individuals who have not attended the first two meetings of the new year by November 1<sup>st</sup>, call them and invite them to the November meeting.

### **May – after year ends**

Sent a letter to members and visitors thanking them for participation in our programs...wish them a great summer and hope to see them 2<sup>nd</sup> Thursday in September along with draft of next year's Calendar of Events! This letter could come from the whole board! **(Sample #8)**

### **Additional details of the role:**

The person in the role needs to keep the electronic records for the role so they can easily put on a flash or thumb drive to pass on to the next person performing the role.

An estimate of the time required for this role is between 3 and 10 hours per month during the 10 months the board is active...August through May. The hours vary based on the experience of the person in the role and how active the membership is.

### **Sample #1:**

#### **Sample email letter to previous year's members requesting renewal of membership**

This is a sample of an email that could be sent to those who were members last year. Suggest sending 2<sup>nd</sup> week in June.

*Subject: WHAGS Membership Renewal\**

*The programming year for the West Houston Area Genealogy Society will kick off virtually and in person, the 2<sup>nd</sup> Thursday in September, that will be (fill in date). Our first meeting will feature (fill in details). We hope that presentation and others on the attached **Calendar of Events** pique your interest and that you will be back with us.*

*If you are attending online, please make sure you register using the link in either the email invitation for the program in September or in the notice on our website (whags.org). Join the program early at 12:30 for our meeting on the (fill in details) so you have the opportunity to mingle with others who share your passion for genealogy!*

*Please mail the attached **Membership Application** and a check for your desired membership level to WHAGS at P.O. Box 842661, Houston, TX 77284-2661 or bring them to the meeting.*

*If you have questions, please don't hesitate to call me. Also, if you will not be renewing your membership and wish to be taken off our mailing list, do let me know.*

*Warm regards,*

Jane Doe  
Membership Chair

111-111-1111

*\* You have received this email because you are either a former member of WHAGS or have visited one of our Society's meetings. If you no longer wish to receive our emails, reply to this email with your request to have your name removed from our distribution list.*

## **Sample #2:**

### **Sample email letter to previous year's visitors or former members inviting them to join**

This is a sample of an email that could be sent to those who were either visitors or members in the past. Suggest sending 2<sup>nd</sup> week in August.

*Subject: Invitation to join West Houston Area Genealogy Society\**

*The programming year for the West Houston Area Genealogy Society will kick off virtually and in person on the 2<sup>nd</sup> Thursday in September...that will be (fill in date). Our first meeting will feature (fill in details). We hope this presentation and others on the attached **Calendar of Events** pique your interest sufficiently for you to want to join the Society to learn many tips and tricks.*

*If you are attending online, please make sure you register using the link in either the email invitation for the program in September or in the notice on our website (whags.org). Join the program early at 12:30 for our meeting on the (fill in details) so you have the opportunity to mingle with others who share your passion for genealogy.*

*If you choose to join, mail the attached **Membership Application** and a check for your desired membership level to WHAGS at P.O. Box 842661, Houston, TX 77284-2661.*

*If you have questions, please don't hesitate to call me. Also, if you choose not to join and wish to be taken off our mailing list, do let me know.*

*Warm regards,*

*Jane Doe*

*Membership Chair*

*111-111-1111*

*\*You received this email because you are either a former member of HWFGS or have visited one of our Society's meetings. If you no longer wish to receive our emails, reply to this email with your request to have your name removed from our distribution list.*

Sample #3

# West Houston Area Genealogy Society (WHAGS)

Helping to find your roots

P.O. Box 842661, Houston, TX 77284-2661

For the latest updates throughout the year, visit our website at [www.whaas.org](http://www.whaas.org)

## Membership Application

Please print clearly

Membership: New \_\_\_\_\_ Renewal \_\_\_\_\_ Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Preferred name on badge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #s: Mobile \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

If this is a family membership, list other family member's full names: \_\_\_\_\_

Surnames you're researching: \_\_\_\_\_

Who referred you, or how did you learn about us? Be specific so we can track how our publicity is working: \_\_\_\_\_

By joining WHAGS you grant permission to share basic contact information and surnames you research with other Society members via e-mail or in a Member's Only area of our website and to communicate with you using the email address you provided.

**The Society needs your participation** – Check any of the areas you are willing to serve.:

- Audit                       Finance                       Master Files                       Newsletter                       Publicity                       Trips
- Communications                       Hospitality                       Membership                       Nominating                       Technology                       Website
- Facebook                       Library                       Mentor newbies                       Programs                       Telephone                       Welcoming
- Other (Specify) (I can help with, e.g., translation, presenting, etc.) \_\_\_\_\_

### Payment

Your dues pay for presenters, special events, postage, and other society expenses. Your membership runs from June 1<sup>st</sup> to the following May 31<sup>st</sup>.

Single membership...\$20	}	\$ _____
Family membership...\$30		

**Donations:**

As a 501 (c)(3) organization, monetary contributions to the Society in excess of annual dues are appreciated.

Contributor... \$20 but less than \$50	}	\$ _____
Benefactor... \$50 but less than \$100		
Patron..... \$100 or more		

Donors will be recognized on the Membership List, on name badges, and other ways as directed by the Board. Receipts will be provided for donations.

Make checks payable to: WHAGS. Mail this form and your check to the address above *or* submit at the next monthly meeting.

Cash amount \$ _____	or Check # _____	Date _____	TOTAL	\$ <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>
----------------------	------------------	------------	-------	---



*We are delighted to have you as a new or returning member! We look forward to sharing the benefits of being a WHAGS member with you!*

If your information changes during the year, please notify the Membership Chair at [Membership@WHAGS.org](mailto:Membership@WHAGS.org)

## **Sample #4**

### **Calendar of Events**

## **West Houston Area Genealogy Society (WHAGS)**

*Helping to find your roots*

P.O. Box 842661, Houston, TX 77284-2661

For the latest updates throughout the year, visit our website at [www.whags.org](http://www.whags.org)

## **2020-2021 Sept-May Calendar of Events**

Everyone researching for ancestors...*Novice to Expert*...is invited to participate virtually until further notice!

**2020**

**2021**

## August

- 6 1-3 PM Kick-off & Virtual Ice Cream Social
- 13 1-3 PM WHAGS Board Meeting
- 17 WHAGS Membership Applications sent

## September

- 2-5 Federation of Genealogical Societies Conference The conference will be virtual—[www.fgs.org](http://www.fgs.org)
- 10 12:30 PM Meet & Greet
- 1-3 PM Gail Colby - "DNA Results!? Now What?!"
- 3 PM WHAGS Board Meeting

## October

- 8 12:30 PM Meet & Greet
- 1-3 PM Caroline Pointer – “10 Tech Tools to Help You Collaborate with Family for Your Research”

## November

- 1 *Daylight Savings Time Ends - Fall Back!*
- 12 12:30 PM Meet & Greet
- 1-3 PM “Maximizing Your Use of FamilySearch.org”
- 3 PM WHAGS Board Meeting
- 13-15 TSGS 2020 Family History Conference - Irving, TX - [www.txsgs.org](http://www.txsgs.org) (May be virtual)

## December

- 10 12:30-3 PM Holiday Party & Members' "Show & Tell"

## January

- 14 12:30 PM Meet & Greet
- 1-3 PM Jeanie Smith - "Organizing and Preserving Your Stuff"
- 3 PM WHAGS Board Meeting

## February

- 11 12:30 PM Meet & Greet
- 1-3 PM Susan Kaufman - "Researching Our Ancestors in Libraries, Archives, & Repositories"
- 3 PM WHAGS Board Meeting

## March

- 11 12:30 PM Meet & Greet
- 1-3 PM “Maximizing Your Use of Ancestry.com”
- 3 PM WHAGS Board Meeting
- 14 *Daylight Savings - Spring Forward!*

## April

- 8 12:30 PM Meet & Greet
- 1-3 PM (Pending confirmation by presenter)
- 3 PM WHAGS Board Meeting

## May

- 13 12:30 PM Meet & Greet
- 1-3 PM “Two Approaches for Recording Your Finds: 1) Writing as You Go and 2) Book Creator”
- Family 2021-2022 Board Elections
- 3 PM WHAGS Board Meeting
- 20-23 National Genealogical Society 2021 Family History Conference – Salt Lake City, UT <https://www.ngsgenealogy.org/>

June, July & August - We are off for the summer

**Sample #5:**

**Sign In for 20xx-20xx**



**Members:** Just initial in this month's column

Name	Sept xx	Oct xx	Nov xx	Dec xx	Jan xx	Feb xx	Mar xx	Apr xx	May xx	Paid xx-xx?
1. A										
2. B										
3. C										
4. D										
5. E										
6. F										



**Visitors:** Please provide your contact information

Name	Address	Phone(s)	Email
1.			
2.			
3.			

4.			
----	--	--	--

### Sample #6:

#### Sample email letter to visitor at last meeting

This is a sample of an email that could be sent to those who were visitors at the last meeting. Suggest sending Friday after the meeting on Thursday.

*Subject: Attendance at West Houston Area Genealogy Society meeting*

*We are delighted you visited our monthly meeting. We hope the presentation provided some new tips to assist you with your genealogy research. And yes, we also hope it relight some smoldering genealogy fires!*

*A copy of our "**Calendar of Events**" is attached. We hope there are other programs that catch your eye sufficiently to want to join us again as you continue your genealogy research.*

*We would love to have you join the Society. Come early at 12:30, for our meeting on (fill in details) so you have the opportunity to mingle with others who share your passion for genealogy!*

*If you choose to join the organization, you may mail the attached Membership Application and a check for your desired membership level to WHAGS at P.O. Box 842661, Houston, TX 77284-2661.*

*If you have questions, please don't hesitate to call me.*

*As always, guests are most welcome. So, if you do not want to join, do visit from time to time.*

*Warm regards,*

*Jane Doe  
Membership Chair*

*111-111-1111*

## Sample #7:

### Sample email to former members who missed first 2 meetings of the new programming year

This is a sample of either an email or a snail mail letter that could be sent to those who were members last year and have not attended first two meetings of the year.

*Subject: Renewal of membership\**

*You have been missed at our first two meetings of our new programming year. Both programs were full of new ideas and have reminded me there is so much to learn as we make this genealogical journey.*

*A copy of our **Calendar of Events** is attached. We hope there are programs that catch your eye and that you will join us again as you continue your genealogy research.*

*If you choose to rejoin the organization, you may mail the attached **Membership Application** and a check for your desired membership level to WHAGS at P.O. Box 842661, Houston, TX 77284-2661.*

*If you have questions, please don't hesitate to call me.*

*As always, guests are most welcome. So, if you do not want to join at this time, do visit from time to time.*

*Warm regards,*

*Jane Doe  
Membership Chair*

*111-111-1111*

*\*You received this email because you are either a former member of WHAGS or have visited one of our Society's meetings. If you no longer wish to receive our emails, reply to this email with your request to have your name removed from our distribution list*

## Sample #8:

### Sample email or snail mail letter to participants wishing them a great summer and hope to see them in the fall

This is a sample of either an email or a snail mail letter that could be sent to both members and visitors thanking them for participation during the past year, wishing them a great summer and welcoming them to join us again in the fall.

*Subject: Wishing you a GREAT summer!*

*Thanks for your participation and contributions in making this another successful year for our genealogy society. We hope you learned some new approaches, picked up some new skills and now have a greater thirst for even more learning as you continue your genealogical journey.*

*A copy of the draft of our **Calendar of Events** for the upcoming programming year to begin in September is attached. We hope there are programs that catch your eye and that you will join us in September for another year of fun, learning, volunteering and socializing!*

*Best wishes for a safe, adventurous and joyous summer and we hope to see you at our first meeting of the new Society season the 2<sup>nd</sup> Thursday of September... (fill in date).*

*Warm regards,*

*Your Board*

*(Could list board members and titles....)*

---

## Publicity Chairperson Position Description

### West Houston Area Genealogy Society (WHAGS)

The Publicity Chairperson is a volunteer position with no defined 'term limits' in the By Laws and is a non-voting member of the board. Because of the breadth of the role, it is suggested other members be asked to assist with the role. This can be either an informal or formal Publicity Committee.

#### **Skills needed:**

1. Intermediate skills with both Word and email
2. Customer service skills with regard to communication...ability to put themselves in the shoes of the members, potential members and the public.

The focus of the role is to provide publicity materials to Society members and the public. Duties include, but are not limited to:

**Manage:**

- Coordinate with program chairperson and others who plan Society events to create and then update the *Calendar of Events*.
- Coordinate with the trip planner, workshop planner(s) and others who plan Society events to ensure program and event flyers are ready to email and post three weeks prior to events.

**Email:**

- *Calendar of Events* mid August, January and mid April to the 1) board, 2) secretary 3) newsletter chairperson, 4) person responsible for the Facebook page, 5) members who post on Next Door and 5) colleges, libraries, independent living facilities, and other businesses and organizations for which the Society has email addresses.
- Monthly speaker flyers by the 15<sup>th</sup> of the month prior to the meeting and flyers for trips and workshops two weeks prior to event to those listed above plus Krenek Printing.

**Support posting on Nextdoor (social networking service):**

- Provide information and instruction, when requested, to members who post on Nextdoor on how to post Calendar of Events, monthly speaker flyers and other events (trips & workshops).

**Administration:**

- Maintain a list for neighborhoods being reached via nextdoor.com and where actual copies are being posted in our service area.
- Maintain a list of colleges, libraries, independent living facilities and businesses (Krenek Printing, etc.) where the Society sends publicity information.
- Keep electronic records generated for the role so data can easily be put on a flash or thumb drive to pass on to the next person performing the role.
- Seek out and submit Society news and information to news outlets, local papers and business sites to publicize our Society research tips and stories about genealogy.

It is the responsibility of this position to fulfill the Position Description, seek assistance from other members as needed and participate in Society board meetings.

**Note:** An estimate of the time required for this role is between 3 and 10 hours per month during the 10 months the board is active...August through May. The hours vary based on the experience of the person in the role and how active the membership of the Society is.

---

## **Library Chair Position Description**

West Houston Area Genealogy Society (WHAGS)

The Library Chairperson is a volunteer position with no defined 'term limits' in the By Laws and is a non-voting member of the board. It is suggested other members be asked to assist with the role whenever the Chairperson desires help. This can be either an informal or formal Library Committee.

**Skills needed:**

- Intermediate skills with Word to maintain the *Library Resource List* of items in the Society's library collection

The focus of the role is to: 1) purchase additional materials about once a year, 2) process items for the collection, 3) update *Library Resource List* as materials are either purchased or are donated, 4) 'market' the library to the membership, and 5) maintain the collection. Duties include, but are not limited to:

**Maintenance:**

- a. Periodically assess the collection at the Westlake VFD Community Center to include:
  - Verifying materials have been reshelved in alphabetical order
  - Contacting members who have not returned materials within one or two months of check out
  - Prior to monthly meetings: 1) turn on lights in the Storage Room, 2) unlock the cabinet, 3) set up library sign on the 'sign in table' and 4) display a few books beside the library sign to entice members to review a sampling of the collection
- b. Process new or donated materials for the library to include:
  - Place our stamp of ownership on both the first and 25<sup>th</sup> page of book, journal, magazine, etc.
  - Affix pocket inside front corner of book, journal, magazine, etc.
  - Write "File behind \_\_\_" (the letter) on the pocket to indicate in general where the book, journal, magazine, etc. is to be filed on a shelf in library. Disregard the words "The" and "A" at the beginning of titles when listing on the *Library Resource List* and shelving in the library. Use the next word in the title when determining where on the list and in the library they belong.
  - Write on the card the author, title of item and "phone #" so we have phone number to call if there is a need to remind member to return item
  - Add the item to Word document, *Library Resource List*, following the format of similar existing items. If Library Chairperson is knowledgeable of rules for listing items...all the better!!! ☺

**Email:**

- *Library Resource List*, whenever significant additions have been made, to the 1) board and 2) webmaster. Once we have a 'members only' portion of the website, that will be the location for the published list.
- When there are a number of new members, consider emailing the *Library Resource List* to the membership with an encouraging note to go browse...

**Request:**

- During board meeting to establish and approve upcoming year's budget, request and amount to purchase additional items for the library. In the past we have only had \$100/year for additional items.

It is the responsibility of this position to fulfill the Position Description, seek assistance from other members as needed and participate in Society board meetings.

**Note:** An estimate of the time required for this role is between 2 and 4 hours per month during the 10 months the organization and board are active...August through May. The hours vary based on the experience of the person in the role, how active the membership of the Society is and the use of the library.



## History of the Library

Date	Occurrence
2009	The original name of the Society, when incorporated back in 2009, was Bear Creek Genealogical Society & Library. The reason for including library in the name when the Society was incorporated as a 501(c)(3) was someone in the founding group knew this would make the organization eligible to obtain grant monies. As of June 2020 no attempt has been made to write such a proposal.
Prior to 2017	Originally the library was displayed in open shelves at the Bear Creek Community Center in Bear Creek Park. That was where the Genealogical Society met at the time.
April 2017	Houston experienced the 'Tax Day Flood'. The Community Center was flooded but the library was only minimally impacted.
August 2018	Hurricane Harvey flooded the Bear Creek Community Center for the 2 <sup>nd</sup> time in two years. This time the Genealogical Society's library was impacted. However some special books and reference materials had been stored at the then librarian's home. These materials were boxed up and stored in a member's public storage unit until a better location could be established for the library.
2018	Harris County made the decision not to refurbish the Community Center and the Genealogical Society relocated their meetings to the Westlake VFD Community Center at 19636 Saums Road.
2019	A member volunteered to house the remaining collection (about 100 items) in a bookshelf in their living room.
2018	There was considerable communication over a year's time with the Harris County branch library on Clay Road (Katherine Tyra Branch library) about housing the Society's library inside that facility. Approval for that to happen had to be obtained from the county attorney and Commissioner's Court. When it became apparent this small request was never going to be a priority given all the other issues the county faced, another option for housing the library was sought.
2020	The person managing the library from their home approached the Westlake VFD chief about having a lockable cabinet on site to house the library. Not only did the fire chief agree but offered to get a cabinet. The cabinet was housed in the Storage Room just off the back of the community room where the Society meets.
2020	The known librarians for the Society's library are: <ul style="list-style-type: none"> <li>• Marjorie Lowe – prior to 2014</li> <li>• Cherry Wong – about 2014 – 2018</li> <li>• Jenny Sharrer – about 2018 - 2020</li> <li>• Mark Winzenburg – 2020</li> </ul>
2021	The library had grown to being two lockable cabinets and was moved to the new Steve Radack Community Center where the society was now meeting.
2022	We inherited 300+ books from the Chaparral Society when they ceased to exist. The society is in the process of adding three additional bookcases and implementing a library tracking system.

## WHAGS Engagement Committee Description

In the past WHAGS convened a 'Nominating Committee' in February to 'find' a slate of individuals to fill open board and committee chair positions for the upcoming year. It became apparent we needed to do 'more'. Our solution was to change the name of the committee to Engagement Committee and have its duties be year round. They are tasked with creating relationships with members to learn their skills and passions for not only doing genealogy research but support WHAGS continuing as a vibrant society.

### Skills, interest, and experience of Engagement Committee members:

1. Passion for keeping WHAGS as a successful society.
2. Good communication skills...confidence, charisma, listening, tact, knowledge of society, etc.
3. People skills sufficient to engage members in discussing things like" 1) why they joined WHAGS, 2) what they like most about WHAGS, 3) their interest in helping to run the society and 4) what they might be interested in assisting with.
4. Willingness to keep track of interactions with members.

### Our work is to:

1. Meet in person or make calls to members we or others have mentioned being possible candidates for helping run the society.
2. Use the *Interaction Record* to record what was learned about the member's career, transferrable skills to WHAGS, and the outcome of our discussion with what they may be willing to contribute to the ongoing success of the society.
3. Use the *Log of Interactions* to summarize interactions with members.
4. If we talk with someone who wants to know more than you know or feel comfortable discussing about a position, suggest having the president or a director give them a follow-up call.
5. Make a copy of the *Interaction Record* for each member called and send completed Worksheets to the Engagement Committee Chair once meetings or calls have been completed.

These are the skills we agreed we would be looking for/asking about:

- Interest in genealogy (might want to ask for goal(s) they are pursuing)
- Computer skills
- Organizational skills
- People skills
- Teaming/partnering skills

There are ten committees we can ask those we meet with or call to consider helping us out with **IF** they are not interested in the current openings for VP and Treasurer:

1. **Audit** (we need a person or two on the audit committee)
2. **Finance** (be an understudy during 2022-2023 year so can step up to be the Treasurer the following year)
3. **Library** (Assist with processing books being added to our collection and for displaying and publicizing the library at monthly meetings)

4. **Master Files** (Assist with developing the process for developing the files, where to keep them, and maintaining the society's important historical documents)
5. **Membership** (Assist with things like maintaining the Attendance List or being understudy to Liz so could fill in at monthly meeting if chair is unavailable)
6. **Newsletter** (Contributing articles, suggesting content, and editing drafts of newsletter)
7. **Engagement (formerly Nominating)** (Be on the committee and on the lookout for members who might be great additions to the leadership team)
8. **Programming** (either coordinate those managing monthly programs and/or managing a monthly program) (currently there are 4 members on this committee)
9. **Publicity/Marketing** (Assist with coordinating our marketing efforts and being on the lookout for additional places and ways to better get the word out about our society)
10. **Telephone** (Assist with creating the process for how the committee functions to include script, help make the calls to those we have missed for a meeting or two, and meet with the BAGS society to learn how they manage their telephone committee)