

Skagit Valley Genealogical Society
2021-2023 Board Openings

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Vice President

1. Assume the duties of the president in the absence of, or at the request of the president;
2. Assume the duties of the president for the remaining term of office in the event of a vacancy in the office of the president;
3. Be chair of the Program Committee in charge of the following:
 - a. Scheduling programs/speakers for general membership meetings with topics related to genealogy;
 - b. Serve as the SVGS contact person and coordinator with program speakers;
4. The V-P serves a 2-year term.

Note: The Fall 2020 through March 2021 speakers have been scheduled. The April 2021 meeting will be the first month the incoming V-P will need to schedule a speaker. A contact list of genealogists available to provide educational programs is available. A binder of speaker contact information and previous topics will be transferred to the incoming V-P.

Secretary

1. Record and maintain records of SVGS board meetings and motions;
2. Record and maintain records of SVGS committees that the Secretary serves on;
3. Maintain the community guests' email list gathered from meeting sign-in sheets;
4. Broadcast by email announcements to the community guest list when appropriate and requested by SVGS board members;
4. Post SVGS meeting and event updates, provided by the publicity committee or the board, to the society's website and Skagit Breaking News'
5. The Secretary serves a 2-year term.

Note: A binder of previous meeting minutes and society records will be transferred to the incoming secretary for reference and safe-keeping.

Treasurer

1. Be the custodian of the funds of the Skagit Valley Genealogical Society and distribute or invest them as directed by the Board's policy or directive. This includes management of the society's checking and savings account;
2. To manage all incoming revenue as well as society expenses in a timely manner;
3. Manage the timely submission of all government forms such as 990's or non-profit status certification as needed;
4. Prepare and present financial reports for Board meetings and the Annual Meeting of the Membership;
5. Prepare and present a proposed budget for the next fiscal year to the Board within the first 30-days of the fiscal year;
6. Make all financial records available for audit with 30-days after the close of the fiscal year;
7. Work collaboratively with society's committees involved in fundraising, workshops, seminars, etc. in which monies are exchanged.
8. Send timely reports to the Membership chair regarding the receipt of new members' dues;
9. Attend Board meetings to be available to answer financial questions;
10. The Treasurer serves a 2-year term.

Note: A binder of financial records will be transferred to the incoming Treasurer for reference and safe-keeping.