



NOTES-May 2017

May meeting: **This meeting will be in the North Auditorium** Same day (3rd

Tuesday, May 16) and time (2:00-3:30). We will vote for four 2017-2018 officers (note **Nominations** below), then hear “To Share and Share Alike...”: Understanding Pennsylvania Inheritance Laws and Estates with Jim Landis, who was here before with a presentation on PA wills. If you have PA ancestors, be sure to come, and if you have no ancestors from PA, maybe you’ll learn something about inheritance Laws & Estates to apply to where your ancestors are from.

NOMINATIONS: We are presently looking for volunteers for the 2017-2018 Genealogy Board:

President-to set the agendas, run meetings, and make sure all’s running smoothly

Secretary-to keep and archive minutes of Board meetings, and of General Business meetings (usually 1x/year)

Each is a 2 year position, with meetings once a month September through June, usually a week or two before our general meeting, at a time and place to be mutually agreed upon.

Lois Rilling has been working hard to get volunteers for these positions, but so far, only 2 people have stepped forward, one for the **Director At Large** and one for the **Director of Programs** positions. The

positions are more a time commitment than a workload-as seen above, each is rather easy to carry out. Please consider one of these positions and let Lois Rilling (464-5868) or one of the Board know you might consider one.

(see page 2 for job description of President & Secretary)

2016-2017 Board

Pres:

George Nettleton george@nettletons.net

VP:

Louise Seaman raylouiseseaman@gmail.com

Treas:

Bob McRobbie bobmcrobbie@gmail.com

Secretary:

Dave Hazlebeck hazlebeck@yahoo.com

At Large:

Cheri Weakley cmweakley@hotmail.com

Wayne Barner wabby62@aol.com

MENNONITE FAMILY CONFERENCE (May 18-20, 2017): *New Arrivals in a New Land: 1717 Migration*. At the Lancaster Farm & Home Center on Acadia Rd (before Rte 30 overpass, turn right off Manheim Pike on Steelway, then left on Acadia) \$120 for

non-members.

GENEALOGY WEBSITES: Here are a couple of websites of interest:

[NARA guides from Mt. Vernon Genealogy Society](#)

downloadable (pdf) guides to National Archives records:

immigration, citizenship, military, census, etc.

[Genealogy in Time](#) a free weekly newsletter which lists new record additions to various genealogy websites.

President



description

Purpose:

be the “face” and rudder of the Willow Valley Genealogy Club

Responsible to:

Board and club members

Tasks:

- preside over each Board meeting (September -June) or prepare VP to do it
- preside over each General meeting-or designate someone else to
- design and send agenda to Board members prior to Board meetings (1 week would be good)
- design agenda for General meeting -may distribute to members or not
 - advantage to distributing-gives speaker max. time
- co-responsible for checkbook & credit card
 - bring confirmation of election of Treasurer/President to PNC Bank
 - have SSN, apartment # & phone # for PNC bank,
- ultimately responsible for the running of the Club
 - be sure each meeting is planned prior to the meeting; and that equipment will be ready
 - create an environment matching the Focus from the Director at Large,
 - be sure each officer is completing her/his responsibilities
 - select a Nominations Chairperson each February
 - select members for committees as necessary-or select a Committee head to do this
 - select a person to audit the books in May or June of even years
 - seek Board approval in all decisions, as necessary
 - be point person (i.e. contact) for information about the Club and meetings

Time commitment:

- 2 year term
- 2 meetings a month (Board for an hour, general meeting for 1½ hour)
- preparation of agenda for each meeting (~1 hour)
- time to copy agendas (using Resident Life Coordinator copier or copier code) (20 min.)
- contact time for a Nominations Chair and for (every other year) Auditor. (depends)
- time for transferring checkbook responsibility (even years) (~2 hr.)
- time to coordinate with Director At Large over direction/focus of the Club (depends)

{secretary: next page}

WV Genealogy Club Secretary

Purpose: The Secretary creates, publishes and maintains the minutes of the Genealogy Club Board meetings and Club Business meetings and maintains archives.



Key Responsibilities:

- Record Minutes of the Board meetings and maintain an archive of past minutes (digital copies of the archive should be saved on two separate digital storage media. We currently save these as .pdfs on two thumb drives as well as on my laptop computer)
- Record minutes of passed motions and election results from Club business meetings and maintain an archive of past minutes (these minutes should be stored as with Board meeting minutes)
- Send copies of minutes to Board members before the next scheduled Board meeting (we currently send these by email)
- Prepare and mail correspondence as necessary.
- Participate with other Board members at Board meetings.
- Assist the Board as requested.

Responsible to: The Board of Directors.

Term of Office:

- 2 years, elected in odd years.
- Commences with the June Board meeting.

Time Commitment:

- Board meetings-monthly September -June (1 hr. per month)
- Minute preparation and communication-monthly September-June (1 hr. per month)
- Club meetings-monthly September-June (1-1½ hr per month)
- Club business meeting minute preparation and communication in May, and as needed during September-April (1 hr per Club meeting)

Additional records:

- Maintain an archive of past and current Board membership
- Maintain an archive of past and current Club By-Laws
- All archives are to be passed on to the next Secretary
- Archive of Board position descriptions