

Doña Ana County Genealogical Society

Las Cruces, New Mexico

Executive Committee Job Descriptions

As of September 2021

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Executive Committee Job Descriptions

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Title: President

Reports To: DACGS Membership and DACGS Executive Committee

Job Purpose: The President shall take the primary leadership role for Doña Ana County Genealogical Society. He/she shall preside at all meetings at which he/she is present and shall exercise general supervision over the affairs and activities of the organization.

Key Responsibilities and Accountabilities:

- Plan and preside at all DACGS meetings at which he/she is present
- Shall serve as ex-officio member of all standing committees and select committees
- Shall follow the By-Laws of DACGS
- Shall follow the Standing Rules of DACGS as approved by the Executive Committee
- Shall, with the Executive Committee, plan the activities for the calendar year of DACGS
- Shall serve as a DACGS representative to other community organizations or appoint another member to do so
- Shall report to DACGS members regularly on the activities of DACGS and of the Executive Committee
- Shall, with the Executive Committee, have responsibility for the budget and fiscal oversight

Duties of the President:

- Review By-Laws and Standing Rules at the beginning of the calendar year. Request that members of the Executive Committee do the same
- Ensure that all rules in the By-Laws and Standing Rules have been complied with such as change of signatures on the checking/savings accounts, appropriate distribution of Post Office and Storage Room keys, etc.
- Appoint all chairs of the standing committees except for Membership and Program (which are elected positions) by the beginning of the new fiscal year
- Fill any appointed positions that may be vacated during the calendar year
- Prepare an Agenda for Executive Committee meetings and for General Membership meetings
- Conduct meetings following "Robert's Rules of Order, Revised"
- Ensure that each Executive Committee member reports on the status of their job responsibilities on a regular basis
- Prepare a calendar for the activities of the DACGS organization to include election of officers, annual reports to the membership, workshops, classes, etc.
- Serve as an ex-officio member on all standing committees and select committees
- Review job descriptions and job duties of all Executive Committee members and request that they be updated annually
- Shall receive and maintain the DACGS keys for the Post Office Box and the Storage Unit

Title: President Elect

Reports To: DACGS Membership, Executive Committee, and President

Job Purpose: The President Elect shall take the secondary leadership role for Doña Ana County Genealogical Society. He/she shall preside at all meetings at which the President is absent and shall assist the President in exercising general supervision over the affairs and activities of the organization.

Key Responsibilities and Accountabilities:

- Plan and preside at all DACGS meetings at which the President is absent, and he/she is attending
- Shall, when conducting a meeting, follow “Robert’s Rules of Order, Revised”
- Shall serve on any standing committee and select committees as appointed by the President
- Shall follow the By-Laws of DACGS
- Shall follow the Standing Rules of DACGS as approved by the Executive Committee
- Shall oversee the planning for Society Genealogy Workshops to include staffing of workshop committees i.e. does not necessarily Chair these committees
- Shall serve as a DACGS representative to other community organizations as appointed by the President
- Shall work with the DACGS membership and become acquainted with their skills and expertise
- Shall, with the Executive Committee, ensure budgetary and fiscal responsibility

Duties of the President Elect:

- Review By-Laws and Standing Rules at the beginning of the calendar year
- Assist the President to ensure that the Executive Committee remains in compliance with all rules in the By-Laws and Standing Rules
- Chair or appoint chairs for all Society Genealogy Workshops and assist the chairs in staffing the committees
- When in charge of meetings, conduct them following “Robert’s Rules of Order, Revised”

Title: Vice President for Membership

Reports To: DACGS Membership, Executive Committee, and President

Job Purpose: The Vice President for Membership shall be the central point of contact for all DACGS members and guests.

Key Responsibilities and Accountabilities:

- Coordinates with Treasurer to receive notifications of new members and renewals
- Coordinates with Treasurer to receive monthly reports of active members, new members, pending members, and expired members
- Submits an estimated annual budget in November and as requested by the President
- Assists members when requested or refers them to another knowledgeable member
- Submits Monthly Report of Membership Committee and status reports requested by the President
- Has Administrative access to Wild Apricot
- Maintains photographic album of current and past members on the DACGS website

Duties of Vice President for Membership:

- Review By-Laws and Standing Rules at the beginning of the calendar year
- Ensure that all rules in the By-Laws and Standing Rules that apply to Vice President for Membership are observed
- Give a report to the general membership at the Annual Meeting
- Shall chair the Membership Committee and together accomplish the following:
 - Creates spreadsheet of Active Members, Members in Arrears and Guests for recording attendees at online meetings
 - Obtain the monthly report from the Treasurer to identify the status of members. The report is used to create sign-in lists, produce voting member and quorum numbers for each meeting, and member payment status
 - For in-person meetings:
 - Creates member sign-in sheets, noting members highlighted in yellow in the last month of active membership, in red when membership has expired, and in orange if problem with the email account,
 - Prepare Visitors' sign-in sheet, including space for name and email account
 - Create name tags for members and insert into plastic holders. Arrange members' name tags on counter with sign-in sheets and pens
 - Provide labels and marker for Visitors' name tags. Greet Visitors personally, help them find a seat, offer a brochure or application form, be attentive to any special needs
 - Have Visitors introduce themselves to membership

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Title: Vice President for Programs

Reports To: DACGS Membership, Executive Committee, and President

Job Purpose: The Vice President of Programs shall chair the Programs Committee to plan the monthly programs for the Society's general membership meetings.

Key Responsibilities and Accountabilities:

- Shall chair the Program Committee
- Shall with the assistance of his/her committee plan monthly programs for DACGS meetings
- Shall follow By-laws of DACGS
- Shall follow Standing Rules as approved by Executive Committee
- May preside at DACGS meetings when President and President Elect are not present
- Shall plan any excursions for DACGS members that may be used as part of a general membership meeting
- Shall submit an estimated budget for the year to the Treasurer and Finance Committee

Duties of Vice President for Programs:

- Review By-Laws and Standing Rules at the beginning of the calendar year
- Ensure all rules in the By-Laws and Standing Rules that apply to the Vice President for Programs are observed
- Shall chair the Program Committee
- Shall, with the assistance of his/her committee, plan monthly programs for DACGS meetings
- Shall provide information on monthly meetings and excursions to the Public Relations Chair and the Webmaster in a timely manner
- Shall, with the assistance of his/her committee, plan any excursions for DACGS members
- Shall give a report to the general membership at the Annual Meeting
- Shall prior to the December meeting of each year submit a proposed schedule of programs for the upcoming January, February, and March general membership meetings to the President
- Writes thank you notes to presenters on behalf of DACGS
- Provide the Historian with a record of presenters at the Society's general meetings.

Title: Secretary

Reports to: DACGS Membership, Executive Committee, and President

Job purpose: To keep a record of the minutes of both the General Business and Executive Committee meetings.

Key Responsibilities and Accountabilities:

- Shall record all proceedings of the DACGS organization, including general and executive committee meetings
- Shall keep on file a record of all General Meetings, Executive Committee Meetings, and other committee reports
- Shall provide minutes and records to members upon request
- Shall be the custodian of society records

Duties of Secretary:

- Review By-Laws and Standing Rules at the beginning of the calendar year
- Ensure that all By-Laws and Standing rules that apply to the Secretary are observed
- Assist the President to ensure that the Executive Committee remains in compliance with all rules in the By-Laws and Standing Rules
- Review and use an agenda prepared by the President and emailed to the Secretary prior to the meetings
- Print a copy of the agenda with double spaces between each item for taking notes during meeting
- When possible for in-person meetings, sit near the President or presiding officer to hear clearly
- Record the names of all persons who attend Executive Committee meetings
- Transcribe the minutes and send to the President and Webmaster at least 10 days before the next meeting
- Follow the format for minutes, using paragraphs and sentences. There is a template available.
- Keep your original notes for reference
- Prepare “hard copy” for maintaining a record in the DACGS Library
- Shall receive and maintain a key to the DACGS Post Office which is currently P O Box 123 at the main Post Office
- The Secretary shall be a back-up to the Treasurer and President to check the Post Office Box for correspondence

Title: Treasurer

Reports To: President, Executive Committee members, and DACGS Membership

Job Purpose: The Treasurer shall take the primary responsibility to accurately and timely track, process, and report on financial and budgetary transactions for the Doña Ana County Genealogical Society according to the guidelines provided in the Society's By-Laws and Standing Rules.

Recommended Skills: Skills needed to accomplish this job include a rudimentary understanding of bookkeeping (or willingness to learn), moderate understanding of Excel (or willingness to learn), ability to pick up mail from the Post Office Box, a moderate ability to use Content Management System (CMS) database (or willingness to learn), and a moderate understanding of electronic mail processes (or willingness to learn).

Key Responsibilities and Accountabilities:

- Collect and process all Society revenues and expenses
- Maintain paper and electronic documentation for each Society financial transaction
- Maintain the Society budget based on Executive Committee input and approval
- Maintain and distribute to the Society leadership the appropriate financial reports and any other reports deemed necessary by the President or Executive Committee
- Maintain member information, including status, and subscription payments in the Society's website (www.dacgs.org) database (currently Wild Apricot)
- Reconcile the Society's checking account with the financial institution's (currently White Sands Federal Credit Union) monthly statement and maintain appropriate documentation
- Present a Treasurer's report at each of the Society's monthly general meetings
- Send all paid membership applications and the Receivables Aging Report to the Vice President for Membership
- Following the close of the fiscal year, submit all financial transaction documentation and year-end financial statements to the Finance Committee for review and reporting as required by the By-Laws
- Assist Finance Committee in developing and presenting itemized budget for the new fiscal year
- Shall receive and maintain a key to the DACGS Post Office which is currently P Of Box 123 at the main Post Office and shall periodically check the Post Office Box for society correspondence

Duties of the Treasurer:

- **Rules and Guidelines**
 - Review By-Laws and Standing Rules at the beginning of the calendar year or when the office of Treasurer is assumed
 - Ensure that the By-Laws and Standing Rules that apply to the Treasurer are continually adhered to
- **Financial Institution and Authority to Disperse Funds**
 - Following the election, or change, of officers whose office is designated as an official signer for checking and saving accounts (currently Treasurer, President, President Elect), arrange for and see to completion, the updated signatures with the Society's financial institution to allow those officers to sign checks and other necessary legal documents in the absence of the Treasurer. Currently, the financial institution of choice is the White Sands Federal Credit Union.
- **Assistant Treasurer**
 - Select an Assistant Treasurer to advise and/or assist the Treasurer as necessary
 - Between the Treasurer and Assistant Treasurer, they shall maintain a shared online record keeping system (currently dropbox) so as to always have a backup available.
- **Post Office Box Key**
 - Receive and maintain the key to the Society's Post Office Box. Currently, the President and Secretary also have keys.
- **Calendar of Fiscal Activities**
 - Prepare a calendar of potential Treasurer activities for inclusion in the Society's calendar of events. Include dates of scheduled payments owed, scheduled reports and other known financial activities for which the Society is responsible.
- **Budget**
 - Assist Finance Committee in developing and presenting to the Executive Committee a draft of an itemized budget for the new fiscal year
 - Use the approved budget as part of the Comparative Budget vs Actual report periodically provided to the Executive Committee and Society members
 - Present to the Executive Committee, as needed, recommended changes to the approved budget for review, possible changes, and approval
- **Financial Transactions and Reporting**
 - For each Executive Committee meeting, present the Society's financial statements as outlined in the Standing Rules current as of the end of the last full month
 - Collect and process timely, including depositing revenue in the checking account, mail from the Society's Post Office Box as well as all revenues from members and the public
 - Maintain a three-ring binder containing each month's bank statement followed by the documentation for each transaction during the month of the bank statement
 - Submit the year's documentation and the closing financial reports for the fiscal year to the Finance Committee following the close of the fiscal year for review and reporting to the membership

- Enter each transaction in the Society's electronic workbook's General Journal spreadsheet with the transaction date, check number (if applicable), payee or payor, and transaction amount in the appropriate column (revenue or expense)
- In the same General Journal spreadsheet, record the transaction amount in the appropriate section (revenue or expense) and appropriate column (classification of revenue or expense). The *spreadsheet automatically* builds the remaining financial reports based on this information. These include: Transaction Journal (General Ledger), Statement of Revenue and Expense, Balance Sheet, and the Comparative Budget vs Actual Revenues and Expenses.
- **Membership Database (currently maintained in the DACGS Website, www.dacgs.org)**
 - Record each membership payment appropriately in the member's account in the Wild Apricot system
 - As new member applications are received, add the new member to the Society's database (currently Wild Apricot) along with their contact information and subscription payment
 - Prior to each Society meeting, collect and process the mail from the PO Box
 - Prepare and send to the Vice President for Membership prior to each Society meeting
 - 1) each new application for membership,
 - 2) a report of current membership recorded in the Society's database each month,
 - 3) an aging report from the Society's database (Wild Apricot) showing those members who have not renewed their subscription, and
 - 4) archive those members from active membership who have not renewed their membership within 90 days of their due date
 - Ensure that the payment date, renewal date and date for emailing the next invoice is correct and consistent for each member

Title: Finance Committee Chair

Reports To: DACGS President and DACGS Executive Committee

Job Purpose: The Finance Committee Chair shall provide guidance and direction to the Executive Committee regarding DACGS financial matters.

Key Responsibilities and Accountabilities:

- Shall follow the By-Laws of DACGS
- Shall follow the Standing Rules of DACGS as approved by the Executive Committee
- Shall, in cooperation with other committee members and the DACGS Treasurer, develop an annual budget and present the budget to the Executive Committee following the timeline established in the By-Laws
- Shall, in cooperation with other committee members, review the Treasurer's records at the end of the fiscal year and submit a Financial Review report to the President following the timeline established in the By-Laws
- Shall respond to questions from the President, the Executive Committee and/or Treasurer regarding DACGS financial operating, bookkeeping and financial reporting procedures

Recommended Skills: The Finance Committee Chair should have a financial management background, a general knowledge of financial procedures and reporting requirements, and group communication and leadership abilities.

Duties of the Finance Committee Chair:

- Review By-Laws and Standing Rules when the Committee Chair position is assumed and at the beginning of the calendar year thereafter and request that members of the Finance Committee do the same
- Ensure that all rules in the By-Laws and Standing Rules regarding Finance Committee responsibilities have been complied with including budget preparation and financial review
- Develop an understanding of the responsibilities of the Executive Committee
- Work cooperatively with the Treasurer and maintain an up-to-date working knowledge of the DACGS budget and current financial status
- Receive, process, and return to the Treasurer all financial documents presented to the Finance Committee for the annual Financial Review
- Submit an annual Financial Review Report as directed in the By-Laws to the President
- Review annually and update as needed the Finance Committee Chair job description and be familiar with the job duties of all other Executive Committee members.

Title: Historian

Reports To: DACGS President and DACGS Executive Committee

Job Purpose: The Historian keeps historical records documenting the activities and achievements associated with Doña Ana County Genealogical Society. He/she maintains research documents and historical records.

Key Responsibilities and Accountabilities:

- Maintain a historical record of DACGS and its activities
- Maintain an organized record of Society brochures, events, and programs

Duties of the Historian:

- Review By-Laws and Standing Rules at the beginning of the calendar year or when assuming office
- Ensure that all rules in the By-Laws and Standing Rules that apply to the Historian are observed
- Collect, organize, and maintain copies of Society brochures
- Collect, organize, and maintain copies of material from Society workshops
- Collect, organize, and maintain copies of the programs/presentations and a record of presenters at the Society's general meetings from the Vice President for programs.

Title: Newsletter Editor

Reports To: DACGS President, DACGS Executive Committee and DACGS Membership

Job Purpose: The Newsletter Editor publishes a quarterly newsletter (“Family Ties”) for the DACGS Membership.

Key Responsibilities and Accountabilities:

- Produce a quarterly online newsletter for the DACGS membership
- Respond to the Executive Committee and to DACGS membership to reflect what is needed and desired by the readers.

Duties of the Newsletter Editor:

- Review By-Laws and Standing Rules at the beginning of the calendar year or when assuming office
- Ensure that all rules in the By-Laws and Standing Rules that apply to the Newsletter Editor are observed
- Responsible for producing quarterly online newsletters which are published in March, June, September, and December.
- Solicit articles from members, find articles online to share with readers, and/or write articles for the newsletter throughout the quarter.
- Content should be submitted to the Editor by the 10th of the month of publication in order that the finalized newsletter might be submitted to the DACGS Webmaster by the 20th and therefore available to members online by the end of the month.
- Proofread and edit submitted content as needed, except for online content or interviews. Content obtained from online sources should be left as it is. In the case of member interviews, content and answers are left as submitted by the member.
- At the end of each article, include the name of the member who wrote or submitted the article along with a reference to the source, if from the web or other publication.
- Locate appropriate graphics as needed to be included with submitted content.
- Include a Message from the President and a short message from the Editor in each issue of the newsletter.
- Include the date, volume, and number at the beginning of each edition. At the end of each edition include photos of each contributor as a means of helping us know each other better.

Title: Nominations Committee Chair

Reports To: DACGS President and DACGS Executive Committee

Job Purpose: The Nominations Committee Chair develops a list of potential candidates for nomination at the Annual Membership Meeting.

Key Responsibilities and Accountabilities:

- Develop an inventory of members with their job skills and interest
- Develop and maintain relationship with Society members
- Work with a Nominating Committee to develop a slate of Society members who would be interested in being nominated for DACGS Executive Officers

Duties of the Nominations Chair:

- Review By-Laws and Standing Rules at the beginning of the calendar year or when assuming office
- Ensure that all rules in the By-Laws and Standing Rules that apply to the Nominations Chair/Committee are observed
- Maintain a list of Society members with their skills and interests
- Work with a Nominations Committee to develop a list of possible candidates for annual Executive Officer vacancies
- Develop relationship with Society members and the Executive Committee and be knowledgeable of skills desired for the annual election of Executive Officers
- Present a list of potential candidates to the President no later than the October General Membership meeting

Title: Public Relations Committee Chair

Reports To: DACGS Membership, DACGS Executive Committee and DACGS President

Job Purpose: The Public Relations Committee chair shall publicize the Society's activities through various and prudent means and shall respond to genealogical inquiries.

Key Responsibilities and Accountabilities:

- Announce to the public, monthly meetings of DACGS, as described by the Vice President for Programs
- Follow the By-Laws of DACGS and DACGS Standing Rules
- Report to DACGS Executive Committee about progress and problems
- Keep a current list of contacts used to contact the public to describe futures DACGS meetings

Duties of Public Relations Chair:

- Review By-Laws and Standing Rules at the beginning of the calendar year
- Ensure that all rules in the By-Laws and Standing Rules that apply to Public Relations Chair/Committee are observed
- About a month prior to each public meeting obtain detailed information from the Vice President for Programs about the next pending meeting.
- Add additional information to the program, *e. g.* Research Center activities and location of the meeting (or details about a virtual meeting *via* Zoom). Photos are often not published but a photo of the presenter or a graphic would ideally be included.
- Prepare and send a final draft copy of the publicity text for the manager of the web site for proof reading and publication on the DACGS web site. Remember to include the 5 W's (who, what, where, when, and why).
- Use a prepared list of email address for the news media and persons/organizations who will display the information. The list can be updated and will be used for each new announcement.
- Send the final announcement from the list of newspapers, bulletins, and places where it will be displayed. The email announcement is sent as a blind carbon copy (Bcc) to each organization, including a copy for Publicity. The announcement is primarily sent to the responsible web site person.
- Place individual radio public service announcements on the Internet for these FM stations: KTAL (101.5), KGRT (103.9), and KRWG (90.7). KTAL welcomes interviews for special programs. A PDF or Word document may be required as the space for text is limited. A PDF or Word document can also be attached to the original email announcements. Publicity needs free software with the ability to edit PDF's.
- If the Las Cruces Sun-News or Bulletin have not published notice 10-days before the meeting send a 2nd notice by email. Sometimes a phone call is required. Check back with KRWG about 3 days after adding the PSA to insure it is shown on their website.

- Designate a 2nd and 3rd person to fulfill the above responsibilities. This prepares for a replacement person and any emergency. Not delineated in the by-laws.

The Email and Phone Contacts as of 1 August 2020 are:

Organization	Name	Email	Phone
Borderland Calendar	Trish Long	tlong@elpasotimes.com	915.546.6179
DACGS Web Master	Carl Hundley	chundley@zianet.com	575.915.4060
Coas Bookstore		coas@coasbooks.com	575.524.8471
Conference Keeper	Tami Mize	https://conferencekeeper.org/	
Community Calendar	Las Cruces Sun-News	calendar@lcsun-news.com	575.522.1988
DAC Historical Society	Publicity	19dachs63@gmail.com	
El Paso Scene		News@EpScene.com	915.542.1422
DACGS President	Elaine McKinney	elainebhs1965@gmail.com	575.644.9958
Resident at Trails West Bulletin Board	Eva Nevarez St John	eva.nevareztjohn@yahoo.com	575.528.9112
Las Cruces Calendar		calendar@lascruces.com	
LDS Newsletter editor	Georgetta Smith	Georgetta.smith@live.com Ink Ink@zianet.com	575.495.0937
DACGS publicity	Keith Burke	kburke@nmsu.edu	575.527.1833
KRUX Programming Department		kruxprog@nmsu.edu	575.646.4918
Las Cruces Bulletin		jess@lascrucesbulletin.com	575.680.1977
Las Cruces Bulletin	Dave Burge	Dave@lascrucesbulletin.com	
Las Cruces Sun News		lpeerman@lcsun-news.com	575.541.5446
Fountain Theater	RoseAnn @ MVFS Current board member	roseann797@gmail.com	
Senior Amigos	Valerie Stiles	Valerie.Stiles@mountainviewregional.com	575.522.0502
Solstice Senior Living	Miriam Hendrickson	LasCrucesVLD@solsticeSeniorLiving.com	
South West Senior Newspaper		swsenior@comcast.net	575.642.8888
The Neighbors Magazine		cheryl@realviewpublishing.com	575.532.2262
Trails West		TrailsWest@totacc.com	575.524.9226
Thomas Branigan Public Library	Vicki Minnick	vminnick@las-cruces.org	575.528.4002
Facebook/FHC	Georgetta Smith	Georgetta.smith@live.com	575.496.0937
Facebook/DACGS	Carl Hundley	chundley@zianet.com	575.915.4060

Title: Webmaster/System Administrator

Reports to: President of DACGS and DACGS Executive Committee

Job purpose: The DACGS Webmaster/System Administrator shall develop, extend and maintain the DACGS Website (www.dacgs.org).

Key Responsibilities and Accountabilities:

- Member of the DACGS Executive Committee
- Encourage website use among the Society membership
- Provide reports to Vice President for Membership as needed
- Create and maintain photo galleries for the Vice President for Membership
- Provide support to the President and Vice President for Programs for publication of General Meetings
- Provide support to the Newsletter Editor for publishing newsletters
- Provide support to the Secretary by publishing meeting minutes

Background: The DACGS Website (www.dacgs.org) in its current iteration was redeveloped in 2015 using the Wild Apricot website software. Members who played a crucial part in this effort were Carl Hundley, Carole Luke, Valice Raffi, and Jim McKinney. Eva Nevarez St. John was also a major player in establishing the requirement for a member-centric website. There are two components to successful website operation: Domain Service – “dacgs.org” provided by NameCheap and Server Hardware/Developer Software – “Personal 40 Plan” (Unlimited System Admins, 100 Contacts/Members) provided by Wild Apricot.

Recommended Skills: The position of webmaster should be filled by someone with prior Wild Apricot experience (or is willing to learn). Considering that Wild Apricot has been developed to support small organizations like DACGS it is quite user friendly. Extensive built-in online help is available as is a responsive call-in support system all of which facilitates the uptraining of individuals to fully qualified webmaster. In addition to the WebMaster (Carl Hundley), there are four other current DACGS members who either are currently performing sys admin functions or who have performed similar functions in the past: Jim McKinney, Doug Wilke, Carole Luke, and John Smith.

Duties of DACGS Webmaster/System Administrator:

- Review By-Laws and Standing Rules when the position is assumed and at the beginning of the calendar year thereafter
- Ensure all rules in the By-Laws and Standing Rules that apply to Webmaster are observed
- Extend the functionality and capability of the website to meet member needs and encourage website use among the members
- Provide reports to the Vice President for Membership which are used to create the member sign-in sheets, status of members (active, pending, expired), and quorum calculation

- Create and maintain as necessary the website current and past member photo galleries for the Vice President for Membership
- Provide support to the President and Vice President for Programs by preparing and distributing a members' email blast 7 days prior to general meetings announcing date and time of the meeting and program content
- Provide support to the Newsletter Editor by publishing current year issues of the society's newsletter ("Family Ties") and by archiving previous years issues of the newsletter
- Provide support to the Secretary by publishing current year meeting minutes and by archiving annually previous meeting minutes

Title: By-Laws Committee Chair (Select Committee)

Reports To: DACGS President and DACGS Executive Committee

Job Purpose: The By-Laws Committee reviews DACGS By-Laws and proposes wording changes as directed by the Executive Committee.

Key Responsibilities and Accountabilities:

- Review DACGS By-Laws as requested by the President and/or other Officers of the Executive Committee
- Develop wording changes to the By-Laws as directed by the Executive Committee when it is determined that circumstances appear to necessitate a review and possible change to the By-Laws

Duties of the By-Laws Chair:

- Review By-Laws and Standing Rules at the beginning of the calendar year or when assuming office
- Ensure that all rules in the By-Laws and Standing Rules that apply to the By-Laws Chair/Committee are observed
- As requested by the DACGS President and/or the Executive Committee, review the By-Laws for proposed changes
- With the assistance of a By-Laws Committee make recommendations in the wording of the By-Laws to reflect desired changes in the By-Laws
- Present proposed changes to the Executive Committee and to the General Membership