

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VII, Sections 1 & 2 and Article IX, Section 1

Administration Chair

Purpose:

Perform duties of the Administration Chair

Scope:

Connect volunteers with activities/projects

Duties:

1. Assist with recruitment and match volunteers to activity/project
2. Work with committee and project chairpersons to determine assets and needs of volunteers involved in activities/projects
3. Provide progress reports as appropriate
4. Coordinate with Director at Large to fill positions
5. Provide support in Society activities, as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings.

Operational Definition:

The Administrative Chairperson shall:

- Establish and maintain a working relationship with all project chairpersons or lead workers through regular contact.
- Provide a written report to the Board of Directors regarding the status of Topeka Genealogical Society activities

This policy was approved by the Board of Directors on February 9, 2017
Amended 5/11/17, 5/10/18, 9/13/18