

# **Topeka Genealogical Society Policies and Procedures**

**Reference of Bylaws, Article VI, Section 2 and Article VII, Section 1 & 2**

## **Past President**

### **Purpose**

Provide executive support for the general supervision of the Topeka Genealogical Society

### **Scope**

Duties are general in nature

### **Duties**

1. Act in an ex-officio advisory capacity to the Board of Directors
2. Has authorized access to the checking account, savings account, safety deposit box and the post office box.
3. Act in an ex-officio advisory capacity to the Nominating Committee
4. Provide support in Society activities, as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings.

This policy was approved by the Board of Directors on January 12, 2017  
Amended 5/11/17, 4/12/18