

Topeka Genealogical Society Policies and Procedures

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

Research & Records Preservation Chair

Purpose

Perform duties of the Research and Records Preservation Chair

Scope

Oversee, direct and perform duties related to research services and records preservation projects

Duties

1. Oversee Research Services and conduct research on behalf of the Society
2. Oversee records preservation projects (such as: marriage license application, Columbian Title indexing, divorces, early births, etc.)
3. Create and maintain TGS publications offered for sale
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 TGS Board of Directors on February 9, 2017
Amended 5/11/17