



DuPage County Genealogical Society – Job Description

Vice President, Programs

Duties (as outlined in the DCGS Bylaws)

- Assist the President, perform the duties of President when the President is absent, and succeed to the office of President in the event it becomes vacant.
- Serve as Chair of the Program Committee.

Records Retention

All Program records retained by the Society reside on the jump drive labeled, DuPage County Genealogical Society PROGRAMS". This jump drive should be in the possession of the VP-Programs. Any subsequent reference to "P-drive" in this document should be interpreted as referencing the records retention jump drive.

Responsibilities and Tasks

- Plan programs for general meetings of the Society.
 1. Programs for the upcoming membership year will be planned and ready for initial board approval at the April Board meeting. The identification of potential speakers and initial contact with a speaker typically begins in March. Examples of "initial speaker contacts" can be found on the P-drive.
 - a. Select speakers drawn from Program Committee suggestions, leads provided by the DCGS officers and members, or the speakers themselves. The primary goal is to provide program topics that give the members ideas for finding their ancestors. Care should be taken to select speakers whose topics cover technology or "how to" subject matter. Balance out the year's programming with topics that are of interest to everyone.
 - b. Advise the speakers of DCGS's standard fee; set at \$100 in 2012. Try to negotiate with the speaker if their standard fee is higher. If the speaker is coming from a distance, (i.e. Indiana, Wisconsin, southern Illinois) the Society will pay mileage at the current IRS Standard Mileage Rate (0.56 cents per mile in 2014) if they request it. If they request more, clear this with the Board.
 - c. Prepare a spreadsheet with the list of proposed dates, speakers, and topics; making sufficient copies for each Board member to review, discuss, and approve at the April Board meeting.
 - d. After the Board meeting, contact the speakers to advise them whether or not the Board has selected them to speak and the topic the Board has chosen (if more than one topic was originally provided by the speaker). Also, ask each speaker to provide you with the following information at this time:
 - 1) Type of equipment that we will need to provide for their presentation (overhead projector, Internet access, microphone, laptop, computer projector, etc.)



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- 2) Furniture requirements (podium, table(s), chair, etc.)
 - 3) Complete contact information for the speakers, DCGS, and yourself.
2. Contracting with speakers and Executing Follow-up Tasks
- a. Prepare speakers' contracts. (See examples on the P-drive).
 - b. Prepare two copies of the contract, signing both copies.
 - c. Prepare a self-addressed, stamped envelope (SASE) with the DCGS return address.
 - d. Mail both copies of the contract with the enclosed SASE to each speaker.
 - e. Follow-up with the speaker if the second copy of the contract is not returned in a reasonable amount of time. Once received, file the contract letter with previous correspondence on the P-drive.
 - f. Send a copy of the approved program summary to the DCGS *Review* Editor, the *eNewsletter* Editor, and the Publicity Chairperson.
 - g. Prepare a sheet with the speakers' mailing addresses, dates of presentation and speaker's fees to the Treasurer.
 - h. Create an entry in the "Events" section of the DCGS website for each scheduled general meeting.
- General Meeting Reservations

Work with a facility scheduler to reserve a date and meeting place for the meetings. There are seven (7) general meetings typically held the third Wednesday of September, October, November, January, February, April, and May. General meetings are not held in December, because of the holidays, and are also not held the month of the annual Conference. All general meetings are currently being held at the Wheaton Public Library (WPL) except for the September meeting. The September meeting is currently being held at the DuPage County Historical Museum. Once the Board has approved the meeting dates, arrange for the use of the desired meeting space with the appropriate facility coordinator. Have the dates for all meetings ready to check availability. Determine current rental fees. Arrange for an alternative site if needed. Wheaton Public Library (WPL) Regulations and Fees can be found on the P-drive in the folder "Facility Info". The DuPage County Historical Museum has a large meeting room on the upper floor. The Society has maintained a close relationship with the Museum, and when this room is needed, special rates may be available. The museum curator should be contacted directly.
 - Board Meeting Reservations

Board meetings are typically held on the first Tuesday of every even month. Contact the WPL Scheduler to make these reservations. There is no charge for these Meetings at the WPL but it is expected that the kitchen will not be used for these meetings.
 - Records Retention and Reimbursement of Expenses



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- a. Retain Program records on the P-drive.
 - b. Reimbursement of Expenses - Maintain a record of expenses that you incur, which normally means reimbursement for postage stamps used to mail the speakers' contracts and Wheaton Public Library application forms. It should also cover reimbursement for photocopies of handouts needed for a particular meeting. In rare instances, you may also have to be reimbursed for writing a check to the speaker if the Treasurer does not attend the meeting. Provide the DCGS Treasurer with a list of expenses with accompanying receipts to receive reimbursement for your expenses.
- Interactions with the Refreshment Coordinator

The Refreshment Coordinator is a member of the Program Committee. It is the responsibility of the Refreshment Coordinator to provide refreshments for the social time preceding a general meeting. If the Refreshment Coordinator cannot be present at the general meeting she should contact you in advance. You would then be responsible for providing cups for cold water, a plastic (inexpensive) table cloth, small plates, and napkins. The number of meeting attendees is about 35. The refreshments will still be provided by volunteers assigned by the Refreshment Coordinator. The Refreshment Coordinator will typically pass around a sign-up sheet for refreshment volunteers at the April and May general meetings. The Refreshment Coordinator may ask you to do this for her.