

Estes Park Genealogical Society

Roles of Officers

Revised 11/9/21

President

Welcomes and facilitating the genealogical society group on meeting day.

1. Monthly Meetings (January-November):

- A. Program Week: email group email distribution list, attach optional newsletter and encourage attendance.
- B. Meeting Day: get library personnel to unlock room, oversee set up, return room to original, complete & submit library form for clean-up & attendance; Lead monthly meetings: welcome, treasurer's report, turn over to VP to introduce speaker & program topic, end with any announcements & program for next month.

2. October/November Library Deadline:

Submit Hondius Room reservation online, for upcoming year.

3. November Annual Business Meeting:

Email Communication with other officers on their commitment for the upcoming year, plan agenda with treasurer's report, membership numbers & upcoming plans.

Optional items covered by previous presidents:

Monthly Newsletter

Genealogical Help

Fill in for other officers in their absence

Alternate Delegate with Colorado Council of Genealogical Societies (CCGS)

Arrange Group Trip

Arrange Special Seminar with Library

Vice President

Selects the topic and speaker from a 20-page list provided and communicates such.

1. Plan Monthly Programs
 - A. With members during winter, snowy months
 - B. Select topics from Colorado Council of Genealogical Societies 20-page list of speakers, determine fee and relay info to treasurer.
 - C. Advertise Program:
 - 1) Prepare News Release from previous month's saved release
 - 2) Email Local Newspapers
 - a. EP News-Free Press Release, to run Friday prior to meeting
Deadlines: Monday, 4 pm reserve space, Tuesday noon submit final
Email press release to Kris Hazelton-kris@estesparknews.com.
 - b. Trail-Gazette-Free Press Release, to run Friday or Wednesday prior
check with T-G for their deadline.
Email community content to tgeditor@eptrail.com)
 - 2) Email EPGS Group Distribution List announcing program, speaker & attach any handouts, about a week prior.
2. Meeting Day: Introduce the speaker & announce next month's program at the end.

Optional:

Delegate for Colorado Council of Genealogical Societies: Monthly Zoom meetings with other state societies, led by President Bob Larson of Larimer County Genealogical Society.

Fill in for other officers in their absence

