

Riley County Genealogical Society

Position Descriptions

Revision: A, dated (insert date)

Introduction

This document describes the elected, ex-officio, and appointed positions used in operation of the Riley County Genealogical Society (RCGS). It provides a high-level overview of the responsibilities but not the detailed instructions on how to accomplish those responsibilities. Those instructions, when available, are contained in a standard procedures manual. This Position Descriptions document is approved by the RCGS Board of Directors (Board).

Background

In 2025, the RCGS President tasked two members of the Board to review and update an existing document that laid out responsibilities of elected and appointed positions. A review of that document, in concert with a review of the bylaws at that time, revealed conflicting information and overly prescriptive language in the bylaws. This prescriptive language meant that the Board was unnecessarily constrained and the bylaws were frequently revised.

To resolve the conflicting and prescriptive language in the bylaws without losing the valuable descriptions, the membership approved a major bylaws revision [insert date] that contained a requirement for a document that described Board positions.

Use

The Position Description document introduces readers to the various elected and appointed roles within RCGS and outlines the responsibilities associated with each. It is often shared by the Nominating Committee when seeking potential board members and may also be provided by an outgoing officer to their successor to support a smooth transition into the role.

The official document is kept on the designated RCGS records computer, with a PDF version available on the website and a print copy in the Library for easy access.

Proposed revisions to this document are submitted to the Board for approval prior to incorporation. Approved revisions will be shown in the document using a revision bar.

Content

This document addresses the positions and high-level responsibilities of the Board.

When a Board member further delegates responsibilities to a recognized non-Board position, that position is also listed.

Any text derived from the bylaws is noted along with a citation to the relative bylaw section(s). Significant changes to this text may require concurrent bylaws revision.

Board General Information

The Board is composed of the elected officers, the immediate past president, and appointed officers totaling between 9 and 18 positions.¹ All Board members must be members of RCGS.²

The elected officers are the President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.³ The Board determines the appointed positions and defines their responsibilities. All Board positions have voting rights.

All elected and appointed officers serve a one-year term beginning on January 1 following their election or appointment.⁴ The Board may fill a vacancy of any elected or appointed office.⁵ Officers who begin their service mid-year serve for the remainder of that calendar year.

General Responsibilities

1. Officers handle correspondence relating to their positions and responsibilities.⁶
2. All Board members shall submit a written report to the Board of their activities during their term. This report is to be filed with the President and Recording Secretary.⁷
3. Retiring officers and appointees transfer all money, records, and/or files in their possession to their successor.⁸
4. If a Board position goes unfilled, the money, records, and/or files of the prior position should be transferred to the Board President until a new person is elected or appointed. The President may temporarily assign the records to another Board member most closely aligned with the vacant position.⁹

¹ Bylaws of the Riley County Genealogical Society, 8th Amendment ratified 17 November 2024, Article IV, Sections 1 and 2.

² Bylaws, Article VI, Section 2. Note: The bylaws address membership of appointed officers, not elected.

³ Bylaws, Article VI, Section 1.

⁴ Bylaws, Article VI, Section 4.

⁵ Bylaws, Article VI, Section 6.

⁶ Bylaws, Article VIII, Section 1.

⁷ Bylaws, Article VIII, Section 2.

⁸ Bylaws, Article VIII, Section 2.

⁹ Bylaws, Article VIII, Section 3.

Elected and Ex-Officio Positions

President

The President is an officer elected for a one-year term by the general membership of RCGS. This position provides overall leadership and direction for the organization, ensuring effective governance and supporting the work of the Board. This position is the chair of the Board and is a voting member.¹⁰

Responsibilities

1. Attends and presides over all meetings.¹¹
2. Supervises all operations and business of RCGS and the RCGS Library (Library).
3. Appoints officers for standing and ad hoc committees with the advice and consent of the other elected officers.¹²
4. Serves as RCGS's representative to promote its interests and facilitate its goals and objectives to other organizations (e.g. Greater Manhattan Community Foundation, Riley County Commissioners).¹³
5. Appoints a committee annually to audit the Treasurer's books.¹⁴
6. Serves as a member of the Financial Advisory Committee.
7. Presents an annual report to the membership.
8. Appoints a nominating committee annually.¹⁵

Vice President

The Vice President is an officer elected for a one-year term by the general membership of RCGS and is a voting member of the Board. This position provides support to the President and ensures continuity of leadership within RCGS. This position assumes the duties of the President whenever the President is unavailable and offers assistance with organizational duties as requested. In addition, the Vice President manages RCGS's community educational programs.

Responsibilities

1. Assumes the duties of the President in his/her absence.
2. Assists the President as requested by the President.
3. Schedules and coordinates monthly educational programs, special activities and projects, and membership meetings. Finds and arranges the accommodations needed for program speakers along with reserving the location of the event.
4. Coordinates publicity, including creating education materials, such as flyers and announcements, for classes, general meetings, and special activities with the Public Relations Coordinator, and provides promotional materials to the Technology Coordinator, and FYI Editor.
5. Provides a written annual report to the Board summarizing work during the term.

¹⁰ Bylaws, Article VII, Section 1.

¹¹ Bylaws, Article VII, Section 1.

¹² Bylaws, Article VI, Section 2 and Article VII, Section 1.

¹³ Bylaws, Article VII, Section 1.

¹⁴ Bylaws, Article VII, Section 1.

¹⁵ Bylaws, Article VI, Section 5.

Corresponding Secretary

The Corresponding Secretary is an officer elected for a one-year term by the general membership of RCGS and is a voting member of the Board. This position conducts the correspondence of RCGS.¹⁶

Responsibilities

1. Sends thank-you notes for monetary gifts, including contributions to the Grow Green Campaign, donations from grateful patrons, and donations made by members above membership renewals.
2. Prepares official correspondence as directed by the President or a Board member.
3. Sends thank-you notes for memorial gifts and notifies the appropriate family members when a memorial donation has been received.
4. Records all memorial gifts in the Memorial Book.
5. Reports all correspondence at monthly Board meeting.
6. Uses RCGS stationery for all official correspondence.
7. Provides a written annual report to the Board summarizing work during the term.

Recording Secretary

The Recording Secretary is an officer elected for a one-year term by the general membership of RCGS and is a voting member of the Board. This position records and maintains the minutes of all meetings of RCGS and the Board.¹⁷

Responsibilities

1. Records minutes of all Board meetings - monthly, special, and annual - and distributes them to Board members for review before the next monthly meeting. If any revisions are made during that meeting, provides the updated minutes to the Board afterward.
2. Maintains an organized file of past Board meeting minutes along with the annual reports submitted by Board members.
3. Provides a written annual report to the Board summarizing work during the term.

Treasurer

The Treasurer is an officer elected for a one-year term by the general membership of RCGS and is a voting member of the Board. This position serves as the financial steward of RCGS, including managing funds, maintaining accurate records and providing regular financial information to support budgeting, planning, and oversight.¹⁸

Responsibilities

1. Deposits funds as directed by the Board and promptly disburses RCGS funds as approved or directed by the Board, ensuring all payments are made in a timely manner.
2. Keeps an accurate record of RCGS monetary transactions and funds and prepares a monthly financial report.
3. Prepares a preliminary budget for approval by the Board.

¹⁶ Bylaws, Article VII, Section 4.

¹⁷ Bylaws, Article VII, Section 3.

¹⁸ Bylaws, Article VII, Section 5.

4. Prepares an annual financial report for the Audit Committee.
5. Serves as a member of the Financial Advisory Committee.
6. Remits Kansas sales tax when due.
7. Files *Information Report Not-for-Profit Corporation* (Kansas Form INP) and pays accompanying filing fee.
8. Reports on the resources available to RCGS through the Greater Manhattan Community Foundation.
9. Provides a written annual report to the Board summarizing work during the term.

Past President

The Past President is an 'ex-officio' position, i.e. automatically filled by the former President.¹⁹ The term of this position is the year immediately following their time in office.²⁰ This position works with the officers to advise the current President and the Board. This position has Board voting privileges.

Responsibilities

1. Advises the President and Board as needed or requested.

¹⁹ Bylaws, Article VI, Section 6

²⁰ Bylaws, Article VI, Section 4

Active Appointed Board Positions

Building and Grounds Coordinator

The Building and Grounds Coordinator is appointed by the President for a one-year term and is a voting member of the Board. This position oversees the maintenance of the house and grounds.

Responsibilities

1. Maintains a cooperative relationship between the RCGS and Riley County officials associated with building maintenance.
2. Schedules cleanup, snow removal, landscape issues, and repair of the house and grounds as needed.
3. Oversees the servicing of the Library's fire extinguishers, heating, cooling, plumbing, and electrical systems.
4. Provides a written annual report to the Board summarizing work during the term.

Financial Advisory Coordinator

The Financial Advisory Coordinator is appointed by the President for a one-year term and is a voting member of the Board. The position oversees longterm financial planning for RCGS, guides budgeting and funding strategies.

Responsibilities

1. Chairs the Financial Advisory Committee meeting annually or as needed. The President and Treasurer are ex-officio members of this committee.
2. Plans for the future financial needs of the Library.
3. Reviews spending and budget procedures.
4. Researches and writes grants for Library projects and equipment.
5. Represents RCGS in its financial partnership with the Greater Manhattan Community Foundation.
6. Provides a written annual report to the Board summarizing work during the term.

FYI Newsletter Editor

The *FYI* Newsletter Editor is appointed by the President for a one-year term and is a voting member of the Board. This position shall prepare and disseminate a newsletter to RCGS members.

Responsibilities

1. Publishes *FYI* Newsletter on the schedule as determined by the Board.
2. Includes information of interest to RCGS members, such as the calendar of events, membership meetings, new members, awards, annual meeting, and similar updates.
3. Creates social media content and posts to the RCGS Facebook page.
4. Provides a written annual report to the Board summarizing work during the term.

Kansas Kin Editor

The *Kansas Kin* Editor is appointed by the President for a one-year term and is a voting member of the Board. This position gathers historical and genealogical subject information and organizes the written content for the *Kansas Kin* publication published twice a year, in spring and fall.

Responsibilities

1. Acquires and prepares article for publication in *Kansas Kin* to be published twice a year.
2. Selects and publishes content of historical or genealogical interest to family history researchers. The Board may also request items for inclusion.
3. Forms and oversees a committee to assist with editorial and production tasks, as needed.
4. Includes a memorial section recognizing and commemorating RCGS members.
5. Provides a written annual report to the Board summarizing work during the term.

Library Coordinator

The Library Coordinator is appointed by the President for a one-year term. This position is responsible for the development and maintenance of the Library collection and for the management of the Library. The Library Coordinator may appoint the following: Acquisitions Coordinator, Periodicals Coordinator, and Research Coordinator. If the Library Coordinator position is vacant, the responsibilities will transfer to a Library Committee, appointed by the President and comprised of individuals knowledgeable of and engaged in the RCGS Library management. This position has voting privileges.

Responsibilities

1. Works with the Board to ensure the smooth and efficient running of the Library.
2. Identifies opportunities to improve the collection, budget and facility.
3. Maintains an accurate inventory and catalog of the Library holdings.
4. Recommends regular operating hours to the Board and determines when temporary closures are warranted (e.g., severe weather, disruptive maintenance).
5. Maintains the Library operating procedures to support consistent operation.
6. Arranges training for staff appointees and volunteers.
7. Attends committee meetings as appropriate for the work of the Library, without the expectation to attend every meeting.
8. Oversees housekeeping and purchases supplies as needed.
9. Provides a regular report to the Board of the Library activities.
10. Provides a written annual report to the Board summarizing work during the term.

Membership Coordinator

The Membership Coordinator is appointed by the President for a one-year term. This position is responsible for maintaining the RCGS's membership records and has voting privileges.

Responsibilities

1. Processes new memberships and renewals submitted online, by mail, or at the Library.
2. Assists members with login or account-access information, as requested.
3. Notifies the *FYI* Editor of new members, deceased members, and email address changes by the 15th of each month, and notifies the *Kansas Kin* Editor of any deceased members before each publication deadline.
4. Deactivates exchanges with societies and libraries that discontinue publication exchanges with RCGS.
5. Presents a membership status report at each Board meeting.
6. Provides a written annual report to the Board summarizing work during the term.

Outreach Coordinator

The Outreach Coordinator is appointed by the President for a one-year term and is a voting member of the Board. This position serves as an ambassador and spokesperson with regional genealogical and historical societies as designated by the Board.

Responsibilities

1. Acts as a liaison between RCGS and other genealogical societies within the state of Kansas.
2. Provides information of upcoming regional genealogical and historical events and coordinates RCGS participation, including volunteers.
3. Assembles and provides current contact information of Kansas Genealogy / History Societies to the Board.
4. Provides a year-end report of activities.
5. Provides a written annual report to the Board summarizing work during the term.

Public Relations Coordinator

The Public Relations Coordinator is appointed by the President for a one-year term. This position is responsible for the promotion of RCGS by providing members and the public with information regarding upcoming meetings, classes, seminars and projects. This position has voting rights on the Board.

Responsibilities

1. Coordinates publicity for general membership meetings and educational programs in collaboration with the Vice President. Ensures notices are posted at the Library, Manhattan Public Library, and area newspapers.
2. Oversees updates and reprints of brochures and pamphlets.
3. Presents promotional plans and suggestions to the Board for discussion and approval.
4. Coordinates RCGS displays upon request.
5. Identifies and explores opportunities to build community awareness and support.
6. Provides regular reports to the Board on publicity activities.
7. Provides a written annual report to the Board summarizing work during the term.

Publications Coordinator

The Publications Coordinator is appointed by the President for a one-year term and is a voting member of the Board. This position is responsible for the development, publication, and dissemination of books and periodicals published by RCGS.

Responsibilities

1. Sets the standards for publication cover, frontispiece, binding, and pricing.
2. Answers requests for use of RCGS copyright material.
3. Sends letters to large libraries promoting new publications available for sale, as needed.
4. Maintains online store on the RCGS website.
5. Assures all requests for purchase of RCGS publications are fulfilled.
6. Provides Treasurer with yearly report of sales for sales tax remittance.
7. Works with the Technology Coordinator, as needed, to upload new publications to RCGS's website.

8. Verifies and keeps records on incoming and outgoing publications orders and prepares items for shipment. Prepares reports for the Board, as needed.
9. Verifies and tracks payments.
10. Orders printing of publications, if needed.
11. Determines method of shipment, using knowledge of shipping procedures and rates.
12. Provides a written annual report to the Board summarizing work during the term.

Technology Coordinator

The Technology Coordinator is appointed by the President for a one-year term and is a voting member of the Board. This position is responsible for all technology-related activities of RCGS and arranges for any paid technical services.

Responsibilities

1. Purchases and maintains computers, related hardware, internet service, and software programs.
2. Researches and recommends upgrades for hardware and software, including upgrades to existing equipment.
3. Orders and renews subscription websites and virus protection software.
4. Assists and trains Board members and Library volunteers in computer-related procedures and tasks.
5. Obtains Board approval for purchases over \$200 or for non budgeted items.
6. Creates and maintains the RCGS website, databases, and digital files.
7. Provides a written annual report to the Board summarizing work during the term.

Volunteer Coordinator

The Volunteer Coordinator is appointed by the President for a one-year term. This position schedules workers to assist patrons at the Library and has voting privileges.

Responsibilities

1. Schedules volunteers – ideally two - for all Library open hours.
2. Arranges substitute volunteers when regular volunteers are not available.
3. Distributes monthly assignment calendar to each volunteer.
4. Maintains the volunteer scheduling calendar.
5. Tracks volunteer training and completion of required instruction.
6. Provides a written annual report to the Board summarizing work during the term.

Active Non-Board Appointed Positions

Acquisitions Coordinator

The Acquisitions Coordinator is appointed by the Library Coordinator

Responsibilities

1. Appoints a three- or four- member Acquisitions Committee in consultation with the Library Coordinator, if needed.
2. Works with the Acquisitions Committee, within the Board approved budget, to set criteria for accepting Library items via purchases, donations, and memorials.
3. Determines whether an index is needed, and if so, refers the matter to the Acquisitions Committee for action.

4. Catalogs new books, periodicals, and other acquisitions by assigning call numbers and entering them into the online Library catalog.
5. Sends a thank-you note, by mail or email – to donor.
6. Provides the *Kansas Kin* Editor with a list of newly added Library items and scanned book cover images.
7. Provides a year-end report of new acquisitions to the Library Coordinator/Library Committee.

Periodicals Coordinator

The Periodicals Coordinator is appointed by the Library Coordinator.

Responsibilities

1. Maintains the current exchange and subscription records by keeping the address list up to date and informing the Membership Coordinator of address changes.
2. Manages periodical receivals by creating check-in cards, monitoring status and sending a letter of inquiry to societies that are not sending their periodicals.
3. Reminds Treasurer when paid subscriptions are due and provides the necessary renewal instructions.
4. Determines if any new exchanges should be added. When requests are received, asks for a copy of their periodical to assess if it is of comparable value and would be of interest to our membership.
5. With Acquisitions approval, contacts societies to explore starting new exchanges.

Research Coordinator

The Research Coordinator is appointed by the Library Coordinator. This position oversees the formal research inquiry process – from accepting and managing incoming requests through completing the research and processing any associated donations. This position does not oversee the assistance provided by volunteers to patrons visiting the Library.

Responsibilities

1. Determines the process for initiating research, including clarification of the research question and estimate the research effort.
2. Ensures research requests are fulfilled in a timely manner.
3. Recruits and educates researchers on the research inquiry process.
4. Assigns research inquiries to a researcher.
5. Maintains file of correspondence relating to research requests.
6. Records and acknowledges donations received for completed research.

Inactive Board Positions

This section outlines Board-appointed positions or committees that are currently inactive. Their listed responsibilities are either outdated or have been absorbed by other active roles. These descriptions are kept for historical reference if the Board chooses to bring any of them back. Before reactivating any position, the Board must conduct a thorough review and update to ensure the responsibilities are still relevant.

Historian

The Historian shall keep a scrapbook(s) of all pertinent materials which show the work and activities of RCGS, assist in preserving records of RCGS, such as the *Kansas Kin* journal and the FYI Newsletter and serve as Chart Recorder.

RESPONSIBILITIES, Historian

1. Keep the permanent issues of RCGS's periodicals

RESPONSIBILITIES, Chart Recorder

1. Collect and preserve the genealogical data submitted by RCGS members.
2. Maintain Pedigree File of surnames.
3. File pedigree cards in card file cabinet in the work room.
4. Accept new member pedigree charts, and additions from current members.
5. Detect every surname listed on the chart. When name spelling changes be sure both spellings are typed on separate cards, one referring to the other.
6. List state of birth, death, and marriage by initials.
7. Make copy of submitted pedigree chart. Using the copy:
 - a. Check off each surname after it has been typed on a card.
 - b. File original in Vertical file.
8. Use a proofreader and a person to file completed cards as needed.

Publications Distribution Coordinator

This position is appointed by the Publications Coordinator.

Responsibilities

1. Verifies and keeps records on incoming and outgoing publications orders and prepares items for shipment.
2. Verifies and tracks payments.
3. Orders printing of publication if needed.
4. Determines method of shipment, utilizing knowledge of shipping procedures and rates.

Supplies Purchaser

This position is appointed by the Library Coordinator.

Responsibilities

1. State sales tax exemption number 48-0908430.
2. Purchase items needed in the daily operation of the Library such as forms, office items, cataloging, book repair, housekeeping, etc.
3. The Board will set budget in January of each year.
4. Confer with Treasurer for method of billing or reimbursement.

Periodical Filer

This position is appointed by the Library Coordinator.

Responsibilities

1. Pull staples, punch holes and file the new material in appropriate binders.
2. Make title label, add call number, type check out card, place paper to record issues included in binder in front of each book.
3. Keep bound periodicals to no more than 2 inches in thickness.
4. Seal completed binders (ie: two inches thick), and place a label on the spine which identifies the contents.
5. Report missing issues of periodicals to the periodical chairman.