

ADVISORY COMMITTEE DEPARTMENT

ARCHIVES OF SOCIETY – TERMS OF REFERENCE

Purpose: To maintain all records and retain material of archival relevance to the Society

Reports to: Vice President Administration & Council
The Archivist is a member of council for the duration of their appointment.

Area of Responsibility:

- Develops guidelines and record management policies for archival materials – ie: a timeline for files to move into archives
- Develops policy for proper care, preservation of documents, maintenance, identification, recording and display of archival material within the society
- Recommended archival materials for the society include but are not limited to: minutes of meetings, financial reports, annual reports, membership lists, selected correspondence, other reports, photographs pertaining to organizational events and any other pertinent material.
- Assists branches or special interest groups to care for their archival materials and records using appropriate methods. Work with them to promote and encourage community archival collections.
- Consults with V.P. Administration on any articles of historical significance deposited with the society with regard to care and maintenance, identification, recording and display
- Liaisons and attends any pertinent training or programs available through the Association of Manitoba Archivists (AMA) on retaining or handling archival collections.

ADVISORY COMMITTEE DEPARTMENT

NOMINATIONS AND ELECTIONS COMMITTEE – TERMS OF REFERENCE

Purpose: To ensure the effective succession of people in the governing positions of the Manitoba Genealogical Society Inc.

Reports to: Vice President Administration & Council

Area of Responsibility:

Administrative:

- Makes arrangements with the corresponding department for an orientation process for each new Council at the beginning of their term of office
- Will assist with the Vice President of Administration in reviewing and revise job descriptions and procedures on a regular basis
- Will maintain a list of Branch Annual meetings in consultation with the branches
- Keeps a current list of Branch Executive including both elected and appointed officers
- Maintains a list of department and committee elected or appointed members and their positions within the Society

Elections:

- Prepares a list of candidates at the Annual General Meeting in accordance with the procedures set out in Article 7.4 of the Constitution
- Generally oversees the election of officers at the AGM in accordance to the constitution
- Election by majority show of hands or by written ballot if more than one candidate for an officers position

Appointments:

- Presents candidates for Committee Chairmen to the incoming Executive Committee at the first Executive meeting after the Annual General Meeting (see Article 9.3)
- Makes recommendations to Council with respect to the appointment of members to fill vacancies which may occur between annual meetings

MEMBERSHIP: In accordance with Article 9.3, the Chair of the Nominations and Elections Committee is appointed by the Executive Committee. The President, with the approval of Council, may appoint one member and at least one member should reside outside the City of Winnipeg. There shall be no more than five members in total. The Past President may be one of the members of the Nominating Committee.

POSITION DESCRIPTION – Chair, Nominations and Elections Committee

RESPONSIBILITIES:

- Conducts the election of officers at the Annual General Meeting of the Society

**All other responsibilities, requirements, term of office, time commitment & support as defined in Term of Reference for all Council members.*

ADVISORY COMMITTEE DEPARTMENT

VOLUNTEER RECRUITMENT COMMITTEE – TERMS OF REFERENCE

Purpose: To ensure the ongoing recruitment, training and management of volunteers for the Manitoba Genealogical Society Inc.

Reports to: Vice President Administration & Council

Area of Responsibility:

Recruitment:

- Develops materials and programs for the recruitment of volunteers for the Society.

Placement:

- Works with the appropriate Council members, locating and placing volunteers for activities within the Society and its Committees or Branches.

Training:

- Assists with the development and implementation of training initiatives for volunteers; and coordinates an 'understudy' program to develop trained and knowledgeable nominees for the necessary management and governance positions within the Society.

Recognition:

- Develops policies and programs in conjunction with the Membership Services Committee for volunteer recognition and awards.

Records Management:

- Works with the V.P. Administration to coordinate the management of records related to the service and activities of volunteers including current job descriptions and policies.

MEMBERSHIP: The members of the Volunteer Recruitment Committee are those members who carry out the jobs and tasks necessary to meet the objectives of the Committee. Any member may be included on the membership list for notification of committee meetings by so advising the Committee Chair.

POSITION DESCRIPTION - Chair, Volunteer Recruitment Committee

RESPONSIBILITIES:

- Maintains a volunteer list and convenes meetings as required to fill requests for volunteers for all positions of the Society
- Solicits vacancies on a regular basis using all means available to you as Chairman. Eg. *Generations*, posters, website, free general public service resources.

**All other responsibilities, requirements, term of office, time commitment & support as defined in Term of Reference for all Council members.*

November 2008