

# **MANITOBA GENEALOGICAL SOCIETY INC. BOARD MANUAL – JOB DESCRIPTION CONTENTS**

## **1) Council**

- Council & Committee Chairmen terms of reference
- Executive terms of reference
- Job description – Past President
- Job description – President
- Job description – Recording Secretary
- Job description – Treasurer

## **2) Administration Department**

- Terms of reference – Department
- Job description – Vice President
- Terms of reference – Library Committee
- Job description – Library Chairman
- Terms of reference – Membership Services Committee
- Job description – Membership Services Chairman
- Terms of reference – Office Coordination Committee
- Job description – Office Coordination Chairman
- Terms of reference – Research Committee
- Job description – Research Chairman
- Terms of reference – Special Projects Committee
- Job description – Special Projects Chairman

## **3) Finance Department**

- Terms of reference – Department
- Job description – Vice President
- Terms of reference – Fundraising Committee
- Job description – Fundraising Chairman
- Terms of reference – Grants & Applications Committee
- Job description – Grants & Applications Chairman

## **4) Information Technology Department**

- Terms of reference – Department
- Job description – Vice President
- Terms of reference – Computer Committee
- Job description – Computer Chairman

## **5) Communications Department**

- Terms of reference – Department
- Job description – Vice President
- Terms of reference – Branches
- Job description – Branch Presidents or representative
- Terms of reference – Journal Committee
- Job description – Journal Chairman
- Terms of reference – Education & Outreach Committee
- Job description – Education & Outreach Chairman
- Terms of reference – Publicity Committee
- Job description – Publicity Chairman

## **6) Advisory Committee Departments**

- Terms of reference – Department
- Terms of reference – Archives
- Terms of reference – Awards
- Terms of reference – Heritage Liaison
- Terms of reference - Publications
- Terms of reference – Nominations & Elections
- Terms of reference – Seminar
- Terms of reference – Volunteer Recruitment

*October 2008*