

ADMINISTRATION DEPARTMENT - TERMS OF REFERENCE

PURPOSE: To coordinate the resources, holdings, equipment & any materials of the society held in the Resource Centre & Library to further the mandate of the organization & maintain it.

RESPONSIBILITIES:

- Acquisitions and maintenance of equipment for the Resource Centre & Library
- Ensures the general management & maintenance of the premises
- Maintains a list of key holders & volunteers of the Society
- Assists the President as required

DEPARTMENTS IN ADMINISTRATION:

- Library Committee
- Membership Services Committee
- Office Coordination Committee
- Research Committee
- Special Projects Committee

CHAIR: **Vice President Administration**

RESPONSIBILITIES:

- The overall management of the Resource Centre & Library
- Signs “deeds, contracts, documents, or instruments” as alternative to the President (see Article 11.6 of Constitution)
- May be required to provide second signature for cheques, etc. when Vice President Finance is unavailable
- May be required to sit as chairman of Council meetings if President is unavailable
- To ensure that Terms of Reference and position descriptions for all Council members are current with recommendations from each department

REQUIREMENTS/ QUALIFICATIONS:

- Should have demonstrated organizational and management ability

TIME COMMITMENT:

- About 9 Executive meetings per year, 3 Council meetings & AGM.

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

LIBRARY COMMITTEE – TERMS OF REFERENCE

PURPOSE: To ensure that all library resources are available for the use of patrons, and to develop appropriate procedures for achieving this objective.

REPORTS TO: Vice President Administration

AREA OF RESPONSIBILITY:

Acquisitions:

- Ordering and purchase of library materials
- Processing of donations to library holdings
- Processing of library materials resulting from MGS projects (eg. cemetery and church records)
- Processing materials acquired through exchanges

Circulation, maintenance and inventory control of Library materials:

- Recording and display of journals and periodicals
- Card catalogue system and shelf list maintenance
- Mending and covering of books
- Maintenance of other files as required (eg. vertical, people)

Organization and storage of library materials:

- Classification of materials
- Computer database, entry of data and printing of labels
- Processing all library materials for shelving
- Setup and arrangement of library fixtures and equipment, in consultation with Vice President Administration and Office Coordinator

Other:

- Circulation of material including mailing
- Reviewing materials for publication in “Generations”
- Publishing and updating information for website
- Initiation of projects designed to improve retrieval of information for patrons

MEMBERSHIP:

The members of the Library Committee are those appointed by the Library Chairman. Library committee members are those volunteers 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 advising the Committee Chair.

POSITION DESCRIPTIONS – Chair, Library Committee

REPORTS TO: Vice President Administration

RESPONSIBILITIES:

- To act as coordinator for all library acquisitions of the society
- Develops plans and policies for the future acquisition and recording of resource materials which may include working with computer, grants or other committees
- Keep current with new developments and maintain liaison with other related libraries and organizations
- Resolve any problems arising from reference questions, missing materials, etc. with assistance as required from committee or other departments

REQUIREMENTS/ QUALIFICATIONS:

- Should have training or experience in the field of library management

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MEMBERSHIP SERVICES COMMITTEE – TERMS OF REFERENCE

PURPOSE: To manage and develop the membership base of the Manitoba Genealogical Society Inc.

REPORTS TO: Vice President Administration

AREA OF RESPONSIBILITY:

- Processes and documents the membership of the organization including coordination of membership with the Branches
- Coordinates and distributes data to other departments as required including assistance in journal distribution
- Membership recruitment
- Abides by privacy policy guidelines

MEMBERSHIP:

The members of the Membership Services Committee are those volunteers 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 advising the Committee Chair.

POSITION DESCRIPTION – Chair, Membership Services Committee

REPORTS TO: Vice President Administration

RESPONSIBILITIES:

- To act as coordinator for all membership requirements of the society

REQUIREMENTS/ QUALIFICATIONS:

- Should have some training or experience in data management

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OFFICE COORDINATION COMMITTEE – TERMS OF REFERENCE

PURPOSE: To coordinate the effective day to day physical operations of the MGS Resource Centre and Library and Volunteer office.

REPORTS TO: Vice President Administration

AREA OF RESPONSIBILITY:

Mail by Post Processing:

- records, processes and distributes all incoming and outgoing mail by post
- maintains an inventory of postage required for processing mail by post

Maintenance of Equipment:

- maintain furnishings and machines in Resource Centre and recommends replacement to Vice President Administration, servicing and service contracts including renewals as required. (machines include: photocopier, microfilm & microfiche readers, telephones & answering machine)

Maintenance of Premises/ Housekeeping:

- maintains general appearance of premises
- provides recommendations for arrangement of furnishings and equipment for best usage in the current location
- works with the Vice President Administration and Library Chairman regarding any visual displays in the Resource Centre

Purchasing/ Supplies:

- maintain a general inventory of office supplies required for volunteers
- keeps a supply of forms for the Resource Centre patrons and a current master copy of all printed materials on file and updated with all other departments as required and review annually
- compile an inventory of equipment and furnishings for asset holdings of the society – recommended to be done about every five years

Scheduling Resource Centre Volunteers/ Patron Assistance:

- schedules a minimum of two volunteers for the Resource Centre during our regular hours of operation, one of whom must be knowledgeable about resources, patron assistance policies and procedures for opening and closing the facility
- trains patron assistance volunteers as required
- works with the Archives Chairman as required

MEMBERSHIP:

The members of the Office Coordination committee are those volunteers 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 advising the Committee Chair.

POSITION DESCRIPTIONS – Chair, Office Coordination Committee

REPORTS TO: Vice President Administration

RESPONSIBILITIES:

- acts as general office manager and coordinate all volunteers required to keep the Resource Centre and Library open to the public
- along with the Library Chairman trains and monitors the volunteers required to fulfill the tasks required and contact departments as any concerns arise
- perform any of the tasks required

REQUIREMENTS\ QUALIFICATIONS:

- Should be familiar with normal office procedures and management

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RESEARCH COMMITTEE – TERMS OF REFERENCE

PURPOSE: To ensure the research received by the Manitoba Genealogical Society is processed.

REPORTS TO: Vice President Administration

AREA OF RESPONSIBILITY:

- Responds to research requests in a timely manner as set out by the research policy
- Reviews & updates the research policy as required
- Updates the record search list annually
- Updates the list of private researchers according to the private researchers policy

MEMBERSHIP:

The members of the Research committee are those volunteers 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 advising the Committee Chair.

POSITION DESCRIPTIONS – Chair, Research Committee

REPORTS TO: Vice President Administration

RESPONSIBILITIES:

- to act as senior researcher & coordinates all other research volunteers as required

REQUIREMENTS/ QUALIFICATIONS:

- Should have some training or experience in genealogical research

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SPECIAL PROJECTS COMMITTEE – TERMS OF REFERENCE

PURPOSE: To increase the available data related to family history and genealogical research through the development of special projects

REPORTS TO: Vice President Administration

AREA OF RESPONSIBILITY:

New Project Initiatives:

- review of all new project proposals to ensure that they fall within the mandate of the Society
- development of proposals for the consideration of Council with respect to those projects which will be beneficial to MGS members and which are feasible in regards to the costs and volunteer input
- develops priorities for projects that may be eligible for grants from various sources and providing all required information to meet the criteria of the grant application process

Quality Control:

- monitoring of ongoing projects to ensure that the highest standards of accuracy and presentation are met

Coordination:

- avoidance of duplication through regular monitoring of all projects carried out by the Society or the Branches or individuals if known

MEMBERSHIP:

The members of the Special Projects Committee are those volunteers 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 advising the Committee Chair.

POSITION DESCRIPTION – Chair, Special Projects Committee

REPORTS TO: Vice President Administration

RESPONSIBILITIES:

- to obtain Council approval for the initiation of new projects
- to be supervisor of all special projects
- to develop project proposals for consideration of Grants committee and provide information to Grants committee to meet grant application criteria
- to act as liaison with other organizations involved in projects similar to those of the Society if the Council requests this consideration

REQUIREMENTS/ QUALIFICATIONS:

- Should have good understanding of genealogical and family history research requirements

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