

1. If there are thoughts of initiating electronic payments, a new person might be the one to put the procedure in motion. I can't forecast the time or work involved in this.
 2. The person should have the following abilities and equipment;
 - *(a) Have a computer with online connection. A scanner and photocopier are also desirable equipment, bordering on essential.
 - * (b) Be familiar with basic Excel Spread Sheet preparation and maintenance
 - (c) Pick up all mail at the Calgary postal box and forward it where necessary, e..g. library, Journal editor etc
 - *(d) Make all bank deposits from membership payments and convention receipts. Forward deposit records to the Treasurer if necessary. Ideally bookkeeping and banking should be done by the same person, in my opinion.
 - *(e) Maintain contact with SGGEE members by email and postal mail by responding quickly when necessary to difficulties they may encounter regarding website access or membership queries.
 - *(f) Dispatch an acknowledgement by email or postal mail for all membership monetary receipts by email or postal mail
 - *(g) Forward all paper pedigrees received to the volunteer doing the electronic conversion to GEDCOM (now Lawrence Penno)
 - *(h) Maintain a Membership Roll and post it to the website whenever any changes have been made also forward the latest updated Membership Roll to various SGGEE administrators approximately once every 7 to 10 days.
 - *(j) Maintain an accurate list of email addresses (Disable List) and post it to the website of persons whose membership has expired. This process is required to deny access to the Members only pages of the SGGEE website.
 - *(j) Maintain a good working relationship with the webmaster in regard to solving website problems pertaining to membership pages on the website.
 - *?(k) An ability to read and write German would be a real asset.
 - (l) Should this person be bonded?
- Sub items with an asterisk are the duties I presently perform.

Some general remarks and suggestions:

Perhaps a stipend of \$100 to \$150 a month would be in order for this person. I base this on the estimate that I accumulate at least a full day a week, processing memberships, answering email, (some postal mail) and attending to bank deposits etc. Bookkeeping and mail pickup would add to that somewhat if it were to be added. One thing I stress is that answering email queries is not a once a day or once a week proposition. I was in the fortunate position of being retired and also occupied with other computer projects which means that I could generally answer email problems almost as soon as they arrived in my inbox. This is especially important when members are having difficulty accessing the website. A backup person familiar with membership processing is desirable, possibly imperative. Rose Ingram has been my back up to answer membership email and even to process membership mail during periods when I was absent for

a prolonged period on vacation etc.

If the person "hired" also picked up the mail and did not need to forward the bulk of it (consisting of membership mail) to another address, a considerable saving would be made in postal costs.

I was doing the bank deposits at the Scotiabank in Swift Current to avoid the necessity of someone in Calgary fighting the traffic congestion to our bank location in SW Calgary on a regular basis. Dick Stein who relays the mail on an average of every 10 days has been gracious enough to pick up the mail at the main Post Office in down town Calgary but it must be a bother.

I would be glad to answer any questions regarding the comments above or provide clarification.