

Responsibilities of the Research Committee

Revised August 2001

It is the responsibility of the Research Committee to obtain and make available to SGGEE members genealogical data, including cultural and historical information considered relevant and beneficial to the research interests.

The specific duties of the Research Committee include:

- a) the gathering, evaluation, translation when required, and presentation of information in such a manner as to make it usable and accessible to SGGEE members. Examples of material to be considered include church records of all types, historical and cultural documents, treatises and maps.
- b) the coordination and recording of work done by the Research Committee volunteers to avoid duplication of effort within SGGEE or by other genealogical groups.
- c) the determination of the format of the work undertaken or proposed by Research Committee volunteers so that it may be posted to the SGGEE web site or published in the SGGEE Journal in an expeditious manner.
- d) honoring copyright claims of individuals and organizations.
- e) the preparation of annual expenditure estimates and arranging the financial reimbursements to Research Committee volunteers when reimbursement is requested.
- f) Maintaining contact and liaison where possible, with other genealogical societies with similar interests and research objectives, e.g. GRHS and AHSGR, etc.

Procedural Guidelines for the Research Committee

a.1) Church and civil records of births, marriages and deaths must be accorded high priority in the Research Committee's program for that is where ancestral connections are predominately found. Documents containing "hard" statistical data, historical facts, and cultural records should be evaluated as to their over- all relevance and importance to the research objectives of SGGEE members and also to their suitability for publishing in the SGGEE Journal or posting to the web site. Documents and records not suitable or worthwhile for the web site and Journal should be considered for retention in the SGGEE library and used for reference purposes.

b.1) Wherever possible, all data and information being processed by SGGEE volunteers must be recorded or "logged" by a coordinator. Much of the work underway or already completed is recorded on the Job Central page of the SGGEE web site. There has been no attempt by the SGGEE directors or the research coordinator at the time of this writing, in late 2000, to dictate which project takes precedence. Volunteers have generally selected areas of work that coincide with their own research interests, certainly in German Polish records, but eventually a more selective approach will be required as the films of the more popular Polish parishes are extracted.

c.1) The data which is intended to be included in the SGGEE databases, mainly church and civil records, should be entered on a Spread Sheet with the horizontal column headings in the order as specified in the "Data Preparation Guide for SGGEE Databases".

d.1) Where copyright is known to apply or where it is suspected, consultation with the Board of Directors is essential to establish a procedure with the aim of obtaining permission from the copyright holder if SGGEE wishes to use the material in question.

e.1) Volunteers may be reimbursed for out of pocket expenses incurred for photocopying, film rentals (but not film purchases) and postage costs. Reimbursements shall not exceed \$1,500, Canadian funds, for an individual volunteer within a single SGGEE fiscal year without express approval of the Board of Directors. The Research Committee coordinator shall prepare and certify all reimbursement invoices in duplicate as to the work undertaken and the amount of payment required by the volunteer. One copy is to be sent to the SGGEE Treasurer for payment and one copy is to be retained by the Research coordinator for Committee budget control purposes. When requested by the SGGEE Treasurer, a statement of expenditure should be prepared and forwarded. The Research Committee is responsible also for the preparation of an annual expenditure estimate for research purposes, for inclusion in SGGEE's annual budget.

f.1) The Research Committee coordinator shall endeavour to maintain contact with genealogical societies with similar objectives with the possibility of data exchange and avoidance of research duplication in mind.