

Brief Job Descriptions – MGS Standing Committees

Note: these are an annotated listing for the Chairmen of each Committee; we have a detailed description with essential committee duties

Administration Department

1. Library

PURPOSE: Coordinator for all library acquisitions of the society. Develop plans and policies for the future acquisitions of resource materials. Ensure that all library resources are available for the use of patrons, and to develop appropriate procedures for achieving this objective. Coordinate library committee tasks.

Responsibilities:

- Acquisitions for Library and Resource Centre
- Circulation, maintenance and inventory control of Library materials
- Organization and storage of library materials
- Other essential processes for library operations

2. Membership Services

PURPOSE: To manage and develop the membership base of MGS Inc.

Responsibilities:

- Acts as coordinator for all membership requirements of the society. Processes and documents the membership of the organization including coordination of membership with the Branches.

3. Office Coordination

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

Responsibilities:

- Coordinates mail processing, equipment and premises maintenance, purchasing of supplies and volunteer schedules for resource center patron assistance.

4. Projects Coordinator

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

Responsibilities:

- Obtains Council approval for the initiation of new projects
- Supervised all special projects
- Develops proposals for consideration of Grants and Applications committee providing information to meet grant application criteria
- Acts as liaison with other organizations involved in projects similar to those of the Society if requested by Council

5. Research

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

Responsibilities:

- Acts as senior researcher and coordinates all other research volunteers as required for the society for both paid and unpaid members and patrons

Communications Department

1. Branch Representatives

PURPOSE: To promote the aims and objectives of the Society within the geographical area served by the Branch

Responsibilities:

- Ensures that the Branch is represented at all Council meetings and that the Branch representative carries out his/her responsibilities as a member in good standing of the Manitoba Genealogical Society Inc.

2. Education and Outreach

PURPOSE: To promote genealogy and the Manitoba Genealogical Society

Responsibilities:

- Coordinates and promotes MGS as the 'go to place' to start genealogical research and have a visible presence at appropriate public events.

3. Journal

PURPOSE: To ensure the publication of a quarterly journal for the Society

Responsibilities:

- Editor of 'Generations'

4. Publicity

PURPOSE: To actively promote genealogy and the Manitoba Genealogical Society

Responsibilities:

- Coordinates publicity initiatives for the society
- Develop a team approach within the committee for an effective delivery of regular publicity

5. Social Media

PURPOSE: To utilize social media platforms to promote and create online communities for sharing information and ideas related to the Manitoba Genealogical Society (MGS) specifically and genealogy in general

Responsibilities:

- Coordinate social media initiatives for the society

- Develop a team approach within the committee for a more effective delivery of social media platforms

Finance Department

1. Fundraising

PURPOSE: To provide increased revenue opportunities through any fundraising means available to registered charities

Responsibilities:

- Explore, evaluate, develop and propose fundraising initiatives or events for the consideration of Council
- Supervise or coordinate supervision of fundraising proposals with committee members and council
- Be cognizant of all fundraising guidelines and regulations in accordance with Revenue Canada as a registered charity

2. Grants and Applications

PURPOSE: To provide recommendations for grant opportunities

Responsibilities:

- Explore, evaluate, develop and propose grant initiatives or opportunities for the consideration of Council
- Work with the President and/or other departments to determine grant objectives for the society
- Obtain Council approval for the initiation of new grant opportunities
- Supervise or coordinate supervision with other grant committee members

Information Technology Department

1. Computer and Network Operations

PURPOSE: To ensure that the computer and network needs of the MGS Library/Resource Centre and Branches are met, for both patrons and volunteers.

Responsibilities:

- Acts as senior advisor and coordinates all other volunteers as required to supply the equipment and technical operations of all computers and resources for the Society

2. MANI Management and Operations

PURPOSE: Maintains MANI database by identifying, planning and developing database requirements; supporting users. Microsoft SQL Server Administrator.

Responsibilities:

- The overall management of the MANI database resources for the Society in consultation with all departments