

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

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**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

CHAIR

1. Responsible to the OGS and to members of the Branch for proper conduct of affairs of the Branch, including the democratic will of the Branch membership.
2. Plans the agenda for Board meetings, in conjunction with the Recording Secretary, and keeps the meetings on topic and time.
3. Presides over all meetings of the Branch Executive, Branch Board of Directors and General Meetings unless unable to attend, then assigns this duty to the Vice-Chair.
4. Is a signing officer for Branch cheques.
5. Represents the Branch, or appoints a delegate, at Regional and Society meetings, at OGS Conferences and other heritage events in the Branch area.
6. Writes Branch reports for the Society, the Region and for Society and Branch publications.
7. Ensures all Board members' reports are prepared in a proper and timely manner and submitted to the appropriate recipient.
8. Writes a short message called the "Message from the Chair" for each issue of the Branch newsletter.
9. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
10. Obtains prior Board approval for any expenses outside of the budget.
11. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
12. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
13. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
14. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be elected to a second consecutive term.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

VICE-CHAIR

1. Is elected on the understanding that he/she will succeed the current Chair.
2. Presides over meetings of the Branch Executive, Branch Board of Directors and the General Meetings in the absence of the Chair.
3. Is a signing officer for Branch cheques.
4. Carries out other Branch duties as assigned by the Chair.
5. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
6. Obtains prior Board approval for any expenses outside of the budget.
7. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
8. Whenever possible, attends meetings of the Branch and the Board of Directors.
9. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
10. Acts as Branch representative to Regional Nominating Committees.
11. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
12. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be elected to a second consecutive term.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

SECRETARY

1. Records minutes for meetings of Branch Board of Directors and the Annual General Meeting of the Branch. If unable to attend the meeting, arranges for a replacement to take the minutes.
2. Distributes the minutes of each Branch Board of Directors Meeting far enough in advance for members to review them before the next meeting.
3. Moves adoption of the minutes at subsequent Board of Director Meetings, makes corrections as necessary and has the minutes approved by the Chair.
4. Assembles and publishes the annual reports of the Branch Directors for presentation at the Annual Meeting. Usually each Director makes copies of their own reports for the Annual General Meeting; Secretary makes copies of AGM minutes and any Branch By-law amendments, of which there are very few.
5. Maintains a file of minutes, annual reports, financial statements, other documents and correspondence for eventual transfer to the Branch Archives in accordance with the Society and Branch policy on retention of files.
6. Reads the minutes at each Annual General Meeting, moves their adoption and has them approved by the Chair.
7. Sends a list of the new Branch Board to the Society immediately following the Annual General Meeting (OGS Operation Manual III-50 para 4.6).
8. Packages Branch correspondence, minutes and reports over three years of age, gives them to the Librarian for archiving.
9. Is a signing officer for Branch cheques.
10. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
11. Obtains prior Board approval for any expenses outside of the budget.
12. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
13. Whenever possible, attends meetings of the Branch.
14. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
15. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
16. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be elected to three consecutive terms.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

TREASURER

1. Maintains the Branch bank account(s) and manages the financial affairs of the Branch including making recommendations to the Board for the investment of Branch surplus funds.
2. Has signing authority for the Branch with another Director, usually a member of the Branch Executive Committee.
3. Maintains a proper record of Branch receipts and disbursements.
4. In consultation with the Branch Board of directors, prepares and submits for approval, a budget for the Branch operating year.
5. Prepares statements for internal review, and submission to the Society according to The OGS Operations Manual Section VII – Finances.
6. Whenever possible, attends meetings of the Branch and the Board of Directors.
7. Prepares and delivers monthly financial reports at Branch Board Meetings.
8. Provides expense information to the Chair of each Standing Committee upon request.
9. Prepares an annual financial report for the Branch AGM and other reports when requested by the Board or the Provincial Office; sends a copy of the annual financial report to the Editor of Branch newsletter for publication prior to the Annual General Meeting.
10. Sends all original accounting documents (see transmittal list attached) to the Provincial Office.
11. Maintains copies of all documents sent to the Provincial office for Branch files.
12. Prepares and submits the annual GST/HST refund return.
13. Provides a copy of the reviewed year end financial statements to the Secretary for his/her records.
14. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
15. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be elected to three consecutive terms.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

MEMBERSHIP COORDINATOR

1. Ensures the maintenance of an up-to-date database of the Branch membership based on reports received from the Society.
2. Ensures the maintenance of an up-to-date database of Libraries, Archives, Societies, Branches and other institutions that receive the Ottawa Branch newsletter on an exchange basis.
3. Prepare and mail a welcome package to each new Branch member.
4. Prepare and provide a mailing list for the Ottawa Branch newsletter to the newsletter printing company in electronic format.
5. Supply the names of new Branch members to the Newsletter Editor for publication in the the Ottawa Branch newsletter.
6. Mail back issues of the current year's the Ottawa Branch newsletter to members who have joined/rejoined the Branch late in the membership year.
7. Maintain a supply of the Society membership forms.
8. Provide up to date membership information to the Branch Board, primarily by regularly updating the on-line membership database (which is restricted to specific Board members).
9. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
10. Obtains prior Board approval for any expenses outside of the budget.
11. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
12. Whenever possible, attends meetings of the Branch and the Board of Directors.
13. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
14. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
15. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

PUBLISHER

1. Receives a draft copy of each proposed publications and checks that it contains all necessary information.
2. Edits the draft copy and integrates maps, photos, and publishing data preparatory to printing.
3. Designs and completes a cover page and title page.
4. Assigns an ISBN number from the master list obtained from OGS and enters it in the Branch master ISBN database.
5. Produces a Table of Contents page and ensures the pagination matches the Table of contents.
6. Proofreads the whole publication and has it proof read by one other person.
7. Prints a master copy and delivers it to the production facility (print and/or electronic) with the information on the number of copies required and delivery instructions.
8. On receipt of the copies, proof reads to verify the quality of production and, if satisfactory, advises the Publication Sales Coordinator to make them available for sale.
9. Receives and records copies of the invoices and passes them on to the Treasurer for payment.
10. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
11. Obtains prior Board approval for any expenses outside of the budget
12. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
13. Whenever possible, attends meetings of the Branch and the Board of Directors.
14. Prepares an annual report on publication production for the Branch AGM and to Provincial Office of the Society, and other reports when requested by the Board or the Provincial Office.
15. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
16. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

PUBLICATION SALES COORDINATOR

1. Receives publications from the Publisher.
2. Processes and fulfills all publication orders.
3. Maintains and tracks the inventory of all Ottawa Branch publications for sale and requests additional stock from the Publisher as necessary.
4. Attends heritage events for the Branch and coordinates staffing of sales booth/tables.
5. Distributes complimentary copies of new publications to the Branch Library, Cemetery and Inquiries Coordinator, author and OGS Library as applicable.
6. Complies with Canadian Legal Deposit regulations by completing appropriate forms and providing Library and Archives Canada with copies of all new publications.
7. Fulfills any standing orders for new publications as applicable.
8. Updates Publications Sale information on the branch web site, notifies the Editor of new pubs for inclusion in TOG.
9. Liaises with the OGS Store and provides an electronic copy of publications in accordance with Branch policy.
10. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
11. Obtains prior Board approval for any expenses outside of the budget.
12. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
13. Whenever possible, attends meetings of the Branch and the Board of Directors.
14. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
15. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
16. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

BRANCH EDITOR

1. Responsible for producing the Branch journal according to the schedule as established by the Board (currently "The Ottawa Genealogist" is issued four times annually in January-February-March, April-May-June, July-August-September, October-November-December).
2. Collects materials of genealogical interest, edits and sets format of the newsletter for printing.
3. Liaises with the Branch Executive for particular insertions.
4. Arranges for printing. The number printed depends on the membership at that time. Liaises with Membership Coordinator for the appropriate number.
5. Organizes the "Newsletter Committee" to assist in any of the above duties.
6. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
7. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
8. Obtains prior Board approval for any expenses outside of the budget.
9. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
10. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
11. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
12. Acquaints successor with the current layout used in the mastheads and throughout the newsletter.
13. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

INQUIRIES COORDINATOR

1. Receives, evaluates and answers or assigns inquiries to appropriate person for answers.
2. Keeps a record of inquiries handled.
3. When inquiry completed, gives money or cheques to the Treasurer. Completed inquiries should be identified with mail log number and distinguish OCFA or other.
4. Monitor and evaluate actions taken by respondents.
5. To accept this responsibility the Ottawa Branch member should have basic knowledge of Ottawa Branch resources, letter writing skills and a working knowledge of genealogy charts and records.
6. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
7. Obtains prior Board approval for any expenses outside of the budget.
8. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
9. Whenever possible, attends meetings of the Branch and the Board of Directors.
10. Prepares an annual report of inquiries answered for the Branch AGM and other reports when requested by the Board or the Provincial Office.
11. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
12. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

LIBRARIAN

1. Maintains all library holdings in such a manner that they are in good condition and freely accessible.
2. Purchase by mail order, or personal shopping, books, periodicals, pamphlets, maps, compact discs, audiotapes and videotapes deemed suitable for the Ottawa Branch and within the limits of the budget.
3. Receives periodicals on an exchange basis from other genealogical societies and proposes alterations in such exchanges.
4. Enters new acquisitions into the catalogue system and submit lists of these four times a year to the Editor of the Branch news.
5. Purchases office and library supplies as needed for the operation of the library.
6. Accepts donations or loans of material to the Library and send a letter of thanks to the donor.
7. Ensures newly acquired and displaced items are shelved in their proper locations.
8. Acts as liaison with the City of Ottawa Archives staff.
9. Submit claims for reimbursements with receipts to the Branch Treasurer.
10. Submits an annual budget for maintenance of the library and the acquisition of new materials to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
11. Obtains prior Board approval for any expenses outside of the budget.
12. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
13. Whenever possible, attends meetings of the Branch and the Board of Directors.
14. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
15. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
16. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Time required per week: on average, 4 hours.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

PROGRAM COORDINATOR

1. Books the facilities for all Board and General Meetings.
2. Recruits speakers for the program at General Meetings.
 - a. Informs each speaker of location, time and format of meetings;
 - b. Gives speaker information re topics of interest to members & length of talk;
 - c. Sends out information document to each speaker on their acceptance, detailing what is required of speakers; and
 - d. Requests that each speaker provide a copy of their presentation for the Branch newsletter and/or the Branch website.
3. Recruits members to introduce and thank speakers.
4. Arranges remuneration (cheque or gift) for each speaker.
5. Arranges the necessary Audio-Visual equipment for monthly meetings and the Annual General Meeting.
6. Places advertisement of each meeting on website; sends notice of speaker's name, title of talk, and qualifications to Publicity Coordinator.
7. Whenever possible, attends meetings of the Branch and the Board of Directors.
8. Reports regularly to Ottawa Branch Board on the Program schedule.
9. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
10. Obtains prior Board approval for any expenses outside of the budget.
11. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
12. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
13. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
14. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

GENE-O-RAMA COORDINATOR

1. Work with the Branch Board of Directors to recruit a committee to develop and conduct an annual Gene-O-Rama conference.
2. Arrange for rental accommodation of sufficient size to accommodate the proposed program.
3. Coordinate the recruiting of speakers, entertainment and social activities.
4. Keep the Executive informed of progress re dates, accommodation, and speakers.
5. Recruit recent Ottawa Branch members to encourage participation and new ideas.
6. Report to Branch Board of Directors summary of evaluation survey and financial position.
7. Make a motion to have a Gene-O-Rama the next year.
8. Submits an annual budget to the treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
9. Obtains prior Board approval for any expenses outside of the budget.
10. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
11. Whenever possible, attends meetings of the Branch and the Board of Directors.
12. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
13. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
14. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

CEMETERY COORDINATOR

1. Liases with the Provincial Office of the Society.
2. Maintains a list of all cemeteries in the territory governed by the Ottawa Branch, noting whether they are registered or unregistered with the Ontario Registrar for Cemeteries.
3. Reports new and newly discovered cemeteries and burial sites to the OGS Provincial Office.
4. In consultation with the Board of Directors of the Branch, prepares a prioritized list of cemeteries that require recording or for which existing recordings need to be updated.
5. Coordinates cemetery recording activities including:
 - a. obtaining permission to record from the cemetery administrator or owner;
 - b. obtaining existing cemetery plans and burial records, ensuring that copyright is cleared;
 - c. recruiting recording crews and ensuring that copyright releases are obtained;
 - d. providing guidance to recorders on correct procedures according to OGS guidelines;
 - e. ensuring accuracy of recordings; and
 - f. taking photographs as deemed appropriate.
6. Coordinates the transcription, proofreading, editing and indexing of cemetery recordings.
7. Prepares background documentation for each cemetery including historical information and detailed location.
8. Collaborates with the Branch Publisher in the design of each cemetery transcription and provides all necessary information for publication.
9. Responds to queries (not Inquiries) about cemeteries in our area of responsibility.
10. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
11. Obtains prior Board approval for any expenses outside of the budget.
12. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
13. Whenever possible, attends meetings of the Branch and the Board of Directors.
14. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
15. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
16. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

BRANCH STRAYS COORDINATOR

A Stray is a recorded event in which a person is described in the record as being from, or connected with, a place outside the area in which the event took place. Strays are collected to provide a useful index which may help family historians find missing family members, i.e. when people leave their usual place of abode, they lose contact with their family and therefore are "lost" or "missing." Strays are found in such records as marriage registers, civil registration records, newspapers, census returns, grave markers, land records, biographies and burial registers, and local history books. The Strays Project is a special project of the Society and the Society is publishing the results of this project in a series of booklets. Details of the Project are included in the Ontario Genealogical Society Operation Manual Number: V-385

Duties:

1. Explains and facilitates the project within their area.
2. Coordinates the volunteers collecting and transcribing strays in the Branch area.
3. Prepares, collates and submits to the OGS Strays Project Coordinator the strays collected on a regular basis, clearly marked "Strays".
4. Reports twice a year (June and December) to the Project Coordinator on the status of the project.
5. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
6. Obtains prior Board approval for any expenses outside of the budget.
7. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
8. Whenever possible, attends meetings of the Branch and the Board of Directors.
9. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
10. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
11. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

WEBMASTER

1. Coordinates all Branch website activities.
2. Liaises with the Ontario Genealogical Society Website Coordinator to ensure that practices and designs are consistent with those of the Society.
3. Arranges for the Branch URL, giving consideration to the Society's standards and linking requirements.
4. Works with the Branch Executive to gather material to be posted to the website.
5. Monitors the Branch website to insure information is timely and accurate. Maintains and improves the site in accordance with the principles of good web design.
6. Recommends improvements in methods of operation and procedures.
7. Advises and makes recommendations, including expected costs, to the Board on any technical upgrades needed.
8. In contact with other Branch web surfers, seek websites to be considered for linking to the Branch website.
9. Submits an annual budget to the Treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
10. Obtains prior Board approval for any expenses outside of the budget.
11. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
12. Whenever possible, attends meetings of the Branch and the Board of Directors.
13. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
14. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
15. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.

**Ottawa Branch – Ontario Genealogical Society
Position Descriptions**

MEMBER -AT-LARGE

(maximum two serving at one time)

1. Attends Board meetings, participates in discussion and votes on items requiring decisions.
2. Is accountable to the Board for assignments and submits reports when requested.
3. Submits an annual budget to the treasurer for initial review and inclusion in the Branch budget which is approved by the Branch Board of Directors.
4. Obtains prior Board approval for any expenses outside of the budget.
5. Submits claims for reimbursements with receipts to the Branch Treasurer as soon as possible.
6. Whenever possible, attends meetings of the Branch and the Board of Directors.
7. Prepares an annual report for the Branch AGM and other reports when requested by the Board or the Provincial Office.
8. Must be a member of the Ontario Genealogical Society and Ottawa Branch.
9. Upon termination of office, surrenders all documents, records and property of the Branch to his/her successor or to the Board.

Time required per week: on average: one hour

Term of office: one year; may be re-elected nine times, for a maximum service of ten consecutive years.