

# **MANY VOLUNTEERS NEEDED!**

It takes many volunteers to keep this organization running. It is time to see how you can help your Regina Branch. We are in need of new people to come aboard to help lighten the load.

## **REGINA BRANCH SGS EXECUTIVE & VOLUNTEER DUTIES**

### **Executive:**

elected at AGM (minimum 7 members)

**President:** Set the overall agenda and preside at general meetings, executive meetings (held at least four times a year). Act as the official spokesperson for the branch. Hold keys to the meeting place and storage cabinets.

**Vice President:** Perform the duties of the president in his/her absence. May perform other duties as circumstances demand.

**Treasurer:** Handle the financial affairs of the branch including branch memberships, recording all transactions. Provide a verbal or written financial statement to each general meeting, executive meeting, annual meeting. Cheque signing authority consists of two of the following: president, treasurer, secretary.

**Secretary:** Handle all written and email correspondence for the branch, compose and send out email messages to the membership. Record the minutes of general meetings, executive meetings and annual meeting, keep copies on file. Maintain archival information for the branch. Maintain inventory of branch sale items, including census indexes. Hold keys to the storage cabinets.

**Directors at Large:** A minimum of three elected members: Attend executive meetings. Typically they hold key volunteer positions such as those listed below.

### **Volunteer Positions:**

**Cemetery Project Coordinator:** Form a committee to research possible cemeteries near Regina to read, record and photograph. Coordinate a members' cemetery-reading day once a year. Arrange for

compiling of data, proofreading, etc to create indexes. Attend executive meetings.

**Program & Publicity Coordinator:** Form a committee to plan programs and tours, book speakers, arrange for equipment needs. Share upcoming information with the executive. Arrange outside advertising and publicity approved by the executive. One committee member must attend Executive meetings.

**Webmaster:** Design and maintain a website for the branch. Collect information from members and keep the site up to date. Coordinate the ongoing content with the executive.

Other branch members may volunteer to act as an assistant to any executive member as the need arises. New project coordinators may be assigned to future projects.