



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

COMPUTER GROUP CHAIR

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Society Computer Group Chair shall lead monthly meetings for the purpose of providing computer skills and internet browsing skills for the society.

The purpose of this Standard Operating Procedure guideline is to define the responsibilities of the Computer Group Chair and his/her designee.

Responsibility I: The Computer Group Chair is responsible for developing monthly computer oriented workshops for the membership and the community.

Responsibility II: The Computer Group Chair shall arrange for, host and report on the monthly Computer Group meeting of the Society.

- A. The Computer Group meetings are usually held on the third Wednesday of each month at 12 noon in the computer lab and/or conference room at the Chula Vista Civic Center Branch Library (365 F Street, Chula Vista, CA).
- B. Request the Librarian Chair to reserve the computer lab and/or conference room, or another suitable venue, for each monthly Computer Group meeting.
- C. At the start of the meeting, call the meeting to order, have attendee introductions, and describe the meeting agenda.
- D. Encourage attendees to share about their genealogical computer problems, computer and internet questions, computer and internet successes, etc.
- E. Note the topics and issues discussed, and prepare an article for the CVGS Blog and Newsletter each month.
- F. Report the date of the next Computer Group meeting to the Board of Directors and at the General Meeting.

Responsibility III: The Computer Group Chair shall support Society Activities.

- A. The Computer Group Chair shall make every effort to attend all General Meetings and meetings of the CVGS Board of Directors to make reports as appropriate.
- B. The Computer Group Chair shall be authorized to purchase the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. The Computer Group Chair shall keep and update the Computer Group Chair's notebook containing the current Society Bylaws, Standing Rules, respective SOP and other pertinent data. This notebook shall be passed along to the succeeding Computer Group Chair.