



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

EDUCATION CHAIR

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Education Chair shall coordinate activities to meet the educational needs and interests of the members.

The purpose of this Standard Operating Procedure guideline is to define the responsibilities of the Education Committee Chair and his/her committee.

Effective and successful genealogical research is dependent upon a certain degree of skill and knowledge. A society benefits from an active education program that provides a means for members to acquire and develop those skills and abilities. Educating members, associates and other interested persons is considered an obligation of the Society. Achievement of Society educational goals is accomplished through the efforts of an appointed position, the Education Chair.

Responsibility I: A primary goal of the Education Chair is to teach Society members the correct methods of genealogical research so that pitfalls can be avoided.

This may be accomplished utilizing the following format:

- A. Arrange for beginners classes for members and for prospective members.
- B. Arrange for classes for advanced research for members and prospective members.
- C. Arrange for workshop classes, which are interactive, hands on, activities with an application to family research.

Responsibility II: The Education Chair shall coordinate an annual Scholarship available to Sweetwater High School District graduating seniors conforming to the parameters as designed by the Society. Recipient selection and award will be coordinated by the Education Chair.

Responsibility III: The Education Chair shall coordinate special educational related projects such as the establishment of a library preserving firsthand accounts of the experiences of veterans' and active duty military experiences during times of war and peace. Interviews may be expanded to include families of veterans and persons engaged in the defense industry. These efforts may be further coordinated with outside groups, such as high school or college journalists.

Responsibility IV: The Education Chair (or designee) is responsible for the announcements and the advertising of educational events.

- A. He/she will contact local newspapers, the CVGS website and other electronic media (i.e., blogs, Facebook, twitter, etc.) at least ten (10) days prior to an event with details of upcoming educational activities.
- B. He/she is responsible for the development and distribution of materials for educational activities.
- C. He/she will network with like organizations for mutual benefits.
- D. He/she is expected to regularly submit articles to the Society newsletter, blog or other media dealing with a genealogy-related topic. Examples would include, but are not limited to, a review of a book from our library collection, learning trends in genealogy or other newsworthy items of interest to genealogists.
- E. He/she will be alert to opportunities to build support for genealogical activities and involvement in the community through participation in civic programs.

Responsibility V: The Education Chair shall support Society activities.

- A. He/she shall make every effort to attend General Meeting and meeting of the CVGS Board of Directors to report on respective status.
- B. He/she shall be authorized to purchase the necessary materials to adequately carry out the requirements for of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. He/she shall keep and update a notebook containing the current Society Bylaws, Standing Rules, respective SOP, and other pertinent data. This notebook shall be given to the succeeding Education Chair.