



## CHULA VISTA GENEALOGICAL SOCIETY

### Standard Operating Procedure

#### PRESIDENT

As defined in the Bylaws of the Chula Vista Genealogical Society, the President shall be the principal Officer and shall preside at Board and General Society Meetings of the Society and the Board of Directors. He/she shall sign contracts on behalf of the Society and shall be responsible to the Society for executing the affairs of the Society according to those Bylaws and the Standing Rules.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

#### **Responsibility I: The President shall be the principal Officer of the Society.**

- A. The President is responsible for ensuring that the Society business be conducted in a lawful, timely and appropriate manner so the purpose, goals and objectives of the Society are met.
- B. The President may delegate authority to other Society members in order to achieve the mandate of office, but remains responsible for the actions of others within the scope of the task.
- C. The President is not responsible for the deliberate dereliction of others while engaged in their respective assignments.
- D. The President shall be a cosigner with the Treasurer on all contracts entered into by the Society.
- E. The President shall be one of the signers on the Society's checking account.
- F. The President shall provide an agenda and preside over the monthly Board meeting, the monthly General Membership meeting, the Society Annual Picnic, the Society Holiday Luncheon, and seminars.

- G. The President has the authority to regulate the appointment and dismissal of Standing Committee Chairs and respective committee members.
- H. The President shall provide guidance in unfamiliar circumstances and refer to designated authority when needed.
- I. The President shall demonstrate personal characteristics that epitomize leadership qualities, an ability to get along well with others, resourcefulness, organizational skills and an understanding of the principles of sound genealogical research.
- J. The President shall remain informed of available resources, trends and any litigation affecting family research and may, in some instances, take a position of advocacy for the Society and is expected to support the cause of genealogical research and access thereto.
- K. The President shall respond to any discourse, sudden and/or unexpected events within the Society and resolve these expeditiously.
- L. The President is an ambassador to the community and shall represent the Society in a favorable manner.
- M. The President 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.
- N. The President shall update the President's notebook containing the Society Bylaws, Standing Rules, current SOPs for all members of the Board of Directors, meeting minutes and other pertinent information related to the office. This notebook shall be given to the succeeding President.

**Responsibility II: The President shall interact with all members of the Board and membership so that planning, organizing and application of activities are realized satisfactorily.**

- A. The President shall support the First Vice-President by:
  - 1. Ensuring program speakers are arranged in a timely manner.
  - 2. Ensuring seminars are planned and arranged in a timely manner.
  - 3. Ensuring that publicity for Society activities is sent to the media and activity pamphlets are distributed in a timely manner.

- B. The President shall support the Second Vice-President by:
  - 1. Ensuring membership records are maintained.
  - 2. Ensuring membership rolls are updated monthly.
  - 3. Ensuring membership lists are distributed to the Board, if requested.
  
- C. The President shall support the Secretary by:
  - 1. Ensuring minutes of General Membership meetings and Board meetings are written promptly and distributed to Board members.
  - 2. Ensuring mail is picked up and distributed on a frequent and regular basis.
  - 3. Directing mail to Secretary for response.
  
- D. The President shall support the Treasurer by:
  - 1. Reviewing monthly the Treasurer report and budget status.
  - 2. Ensuring the Financial Review is performed in January.
  
- E. The President shall support the Education Chair by:
  - 1. Ensuring periodic offerings of classes in beginning and advanced genealogy, basic computer and genealogy software.
  - 2. Authorizing elements of the high school senior scholarship program and presenting awards.
  
- F. The President shall support the Hospitality Chair by:
  - 1. Ensuring there is a list of hosts/hostesses for the General Membership meetings.
  - 2. Ensuring the Society Annual Summer Picnic is planned and arranged in a timely manner.
  - 3. Ensuring the Society Annual Holiday Luncheon is planned and arranged in a timely manner.
  
- G. The President shall support the Librarian by:
  - 1. Ensuring that books are ordered, received, cataloged and inventoried.
  - 2. Ensuring coordination of library issues.
  
- H. The President shall support the Newsletter Editor by:
  - 1. Preparing and sending President's report to the editor in a timely manner.
  - 2. Ensuring Newsletter is published in a timely manner.
  - 3. Ensuring that membership receives changes to scheduled Society activities.
  
- I. The President shall support the Research/Queries Chair by:
  - 1. Ensuring queries are responded to in a timely manner.
  - 2. Ensuring Research and DNA Special Interest Group leadership is available.
  - 3. Ensuring that occasional research trips are scheduled.

- J. The President shall support the Society Historian by:
1. Ensuring that important Society papers are provided to the Historian.
- K. The President shall support the Special Society Projects (Family History Day, Cemetery, Estate Papers) by:
1. Ensuring leadership is available.
  2. Ensuring that progress is made on projects.
- L. The President shall support the Ways and Means Chair by:
1. Ensuring that activities shall not conflict with laws that govern Society's nonprofit status.
- M. The President shall support the Web Administrator by:
1. Ensuring Society activities are on the web page.
  2. Ensuring Society activities are in the Chula Vista Genealogy Café blog.
  3. Ensuring that audio-visual equipment is working and available for Society activities.

## ADDENDUM

### Calendar Checklist:

General Membership Meeting:  
(if in person meeting)

Ensure that meeting agenda handout is available;  
Bring latest copy of General Membership meeting minutes;  
Enter library early and ensure venue setup is complete;  
Ensure audio-visual setup is appropriate for speaker;  
Meet/greet program speaker and ensure the needs of the speaker are met;  
Meet/greet attendees as they enter the meeting room;  
Convene and lead meeting;  
Conduct the program meeting following the agenda.

Each month:

Ensure current month's program is on the website;  
Create Board meeting agenda and send via email to Board of Directors;  
Convene and lead Board meeting the first Wednesday of each month;  
Ensure Research Group meeting has a leader the second Wednesday of each month;

Ensure DNA Group meeting has a leader the third Wednesday of each month.

Yearly Events:

Ensure calendar year budget is prepared in January;  
Ensure Financial Review of accounts performed in January;  
Prepare Annual Report for previous year;  
Ensure the Annual Board of Directors report, Financial Review report and the proposed current calendar year budget are prepared and presented at the Society Annual Membership meeting in February.

Biannual Events – Even numbered years:

Ensure bank checking account signature card updated;  
Appoint Nominating Committee in May to seek candidates for Society Offices for the coming term;  
Ensure elections in November for coming term;  
Install Officers in December for coming term.

Biannual Events – Odd Numbered Years:

Review policies and goals;  
Activate Bylaws Revision Committee to review Bylaws, Standing Rules, and SOPs.