



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

RESEARCH/QUERIES CHAIR

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Research/Queries Chair shall answer queries and assist members with research.

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

Responsibility I: Receive and answer research queries submitted to the Society.

- A. Receive research queries.
- B. Take necessary action.
- C. Provide information to the requestor.

Responsibility II: Arrange for, host and report on the monthly Research Group meeting of the Society.

- A. The Research Group meeting is usually the second Wednesday of each month on the Zoom video presentation website (<https://www.zoom.us>) at 12 noon Pacific time.
- B. Open the Zoom meeting as the host, and at the start of the meeting, call the meeting to order, have attendee introductions, and describe the meeting agenda.
- C. Present prepared material.
- D. Encourage attendees to share about their genealogical research problems, research questions, research successes, etc.
- E. Each month prepare an article for Randy's Corner in the CVGS website noting the topics and issues discussed.
- F. Report the date of the next Research Group meeting to the Board of Directors and at the General Meeting.

Responsibility III: Arrange for, host and report on the monthly DNA Interest Group meeting of the Society.

- A. The DNA Interest Group meeting is usually the third Wednesday of each month on the Zoom video presentation website (<https://www.zoom.us>) at 12 noon Pacific time.
- B. Open the Zoom meeting as the host, and at the start of the meeting, call the meeting to order, have attendee introductions, and describe the meeting agenda.
- C. Present prepared material.
- D. Encourage attendees to share about their DNA problems, DNA research questions, DNA research successes, etc.
- E. Each month prepare an article for Randy's Corner in the CVGS website noting the topics and issues discussed.
- F. Report the date of the next DNA Interest Groups meeting to the Board of Directors and at the General Meeting.

Responsibility IV: Arrange for, host or appoint designated host, and execute research trips to repositories.

- A. Plan and execute occasional research trips to genealogical repositories during the calendar year.
- B. Contact the repository before the trip to ensure they will be open and are aware that the group is coming. Some repositories will provide a short briefing of their holdings.
- C. Provide information about the research trip, at least one month before the event, at the Society General Meeting, in the newsletter, and on the CVGS website. Request that attendees notify the Chair so that adequate space is available in the carpool.
- D. Note topics and issues discussed, solicit attendee experiences and successes, and write a report for the Newsletter after the research trip.

Responsibility V: The Research/Queries Chair shall support Society activities.

- A. Make every effort to attend every General Meeting and meeting of the CVGS Board of Directors to report on research and query activities.
- B. 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. Shall keep and update the Research/Queries Chair's notebook containing the current Society Bylaws, Standing Rules, respective SOP and other pertinent data. This notebook shall be given to the succeeding Research/Queries Chair.