

Wichita Genealogical Society



Open Board of Directors Position

Director of Special Projects



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- Manage genealogy-related projects approved by the Board that results in benefits to that that assist genealogists in their research.
- Conducts research requests sent to WGS using available resources and generally limited to one hour of research ((\$5.00 fee).

### Tasks

- Coordinate with the library genealogist on projects the WPL may request.
- Analyze requested projects for their feasibility, amount of time/labor required, and whether it is appropriate for WGS volunteers to conduct.
- Submit project description with estimated resource requirements to the Board for approval or change. Project descriptions should include:
  - a. Project goals and benefits to the WGS and WPL, including how genealogists will use the finished project.
  - b. Define resource requirements to host or present the finished project. (e.g., can or should it be posted on the website?)
- Develop a plan to conduct the project, including volunteers needed and the tasks to perform.
- Assist in conducting the project and solicit volunteers to assist with the project.
- Review requests from genealogists to conduct and provide them with simple genealogy research on records we have. Complete request if possible.

### Qualifications

- Project management experience a plus, along with an intermediate level of genealogy knowledge and experience.

### Join US

- Talk with Fred Knoblauch about the position. Become a part of the Wichita Genealogical Society and help us offer great things.

For more information, contact Fred Knoblauch, President at 316-218-2783 or email at [President@wchitagensoc.org](mailto:President@wchitagensoc.org).

Updated 1/04/24