



## WICHITA GENEALOGICAL SOCIETY

# POSITION or FUNCTION DESCRIPTION

(rev. 1/1/2023)

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**Title:** Director of Library Liaison

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### Overview

The **Director of Library Liaison** is tasked with representing our Society at the monthly Wichita Public Library board meetings. The regular and consistent timing in the performance of the duties described below is critical to the success of our Society.

### Tasks/Duties/Processes

The Director is responsible with the timely and diligent execution of the following duties:

- Attend the monthly Wichita Public Library (WPL) Board of Directors meetings as a non-voting guest. Give an oral report about what the Society is currently doing.
- Supply a monthly report summarizing the current activities of WGS to the WPL in advance of the WPL monthly board meetings for their meeting packets.
- Supply year-end report to the Board summarizing the WGSs accomplishments and contributions to the WPL.
- Copy all correspondence (except anything confidential) to and from the WPL Director regarding WGS and WPL.
- Attend and participate in the monthly WGS Board of Directors meetings. Share in the discussion and decisions of items coming before the Board regarding the operation of the Society.
- Keep the WGS Board updated with anything regarding WPL which might affect WGS's operations or projects.
- Write a year-end summary of activities that becomes a part of the WGS annual report to the library.
- Comply with more detailed instructions and guidance contained in the Society's Operations Manual for this position and recommend any updates to the Operations Manual.
- As a member of the Board of Directors, perform other ancillary Society duties as may be requested by the President.

### Qualifications

The Director must be comfortable presenting both a written and an oral report to the library and business leaders, and:

- Present an appropriate appearance to the Wichita Library Board of Directors
- Understand the importance of serving with city leaders and participate in discussions when invited.

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