



## WICHITA GENEALOGICAL SOCIETY

# POSITION or FUNCTION DESCRIPTION

(rev. 1/1/2023)

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**Title:** Director of Postal Operations

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### Overview

The **Director of Postal Operations** is tasked with processing all physical incoming mail sent to the Society's post office box, following the duties and responsibilities outlined below. 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 and participate in the monthly Board of Directors' meeting. Participation consists of sharing in the discussion and decisions of items coming before the Board regarding the operation of the Society.
- Pick up the mail from the post office once a week. During annual conference registration (approximately one month before the annual conference), mail should be picked up twice a week.
- Record contents in the mail log. If possible, those entries that contain money are recorded in RED.
  - When queries are received: Record the amount of money received
  - Record if a self-addressed and stamped envelope or first-class stamp is included.
  - Record the queries also in the mail log.
  - Stamp all received checks with the bank endorsement stamp that reads "For Deposit Only – Wichita Genealogical Society" and put in Treasurer's folder.
- Distribute mail to appropriate folders in the WGS file cabinet.
- If any mail has been misfiled, place it in the "mail" folder for re-filing in the WGS file cabinet.
- Report to the Board of Directors any exceptions or trouble with the mail process.
- Review this Position Description annually, making any adjustments for procedures which may have changed because of new standing rules, updates, or convenience.
- Turn over all records to the successor at any time one is appointed.
- 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 detail-oriented during the process of collecting, recording, and distributing the mail.

- Be able to pick up the mail at the downtown post office at 330 W 2nd St N, Wichita, KS 67202, once a week for box number 3705.
- Follow the guidelines provided to ensure the security and accounting of incoming mail.