



## WICHITA GENEALOGICAL SOCIETY

# POSITION or FUNCTION DESCRIPTION

(rev. 1/1/2023)

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**Title:** Director of Programs

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### Overview

The **Director of Programs** is responsible for the administration of the Society's monthly membership meetings by choosing the program topic, arranging the presenter, creating an annual calendar of programs, and managing the event. 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:

- Produce and host ten (10) monthly programs of genealogical or historical content.
- 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.
- Provide a monthly report to the Board involving exchange and publication activities
- Write a year-end summary of activities that becomes a part of the WGS annual report to the library.
- Check file cabinet files at the Advanced Learning Library at least twice a month for material.
- 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 should possess the following qualifications:

- Project management skills.
- At least an intermediate level of genealogical skills.
- Comfort in speaking in front of audiences.