



WICHITA GENEALOGICAL SOCIETY

POSITION or FUNCTION DESCRIPTION

(rev. 1/1/2023)

Title: Director of Special Projects

Overview

The **Director of Special Projects** is responsible for managing two processes.

1. Manages projects approved by the Board that result in genealogical-related information or data, in the library or on the WGS website, that will assist genealogists in their research of Wichita or Sedgwick County.
2. Conducts member-only research requests sent to WGS using available resources and generally limited to one hour of research. This is performed for a donation of five dollars (\$5.00) to the WGS by the requestor.

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:

Special Projects:

- Coordinate with the library genealogist on projects the WPL may request.
- Create databases for the website that will assist genealogists with their research of Wichita or Sedgwick County.
- 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 benefit to the WGS and WPL, including how genealogists will use the finished project.
 - b. Define other 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 they need to perform.
- Assist in conducting the project and solicit volunteers to assist with the project.
- Oversee and assist the volunteers to ensure a quality finished project.

Inquiries:

- Retrieve mail in the “Inquiries” folder in the WGS file cabinet in the library.
- Conduct research, supply the information to the requestor via email or USPS mail, including source documentation of items researched (including items researched but no information located).
- Keep a detailed log on research requests (e.g., name, address, request verbiage, how satisfied, date received, and date responded).

General:

- Attend and participate in the monthly Board meetings, including sharing in the discussions and decisions of items coming before the Board regarding the operation of the Society.
- Provide a report to the Board at monthly meetings of activity/progress on any special projects and number/status of any inquiries.
- Maintain a copy of the Special Projects job description.
- Review the Job Description annually and update as needed.
- Turn over all records to the successor if one is appointed.
- Maintain a detailed activity report to be submitted to the president at the end of each year.
- 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.
- Time management skills for timely response to the client.
- At least an intermediate level of genealogical knowledge.
- Willing to learn or use common software products to compile the research.
- Be able to perform project tasks on-site at the WPL, as well as off-site.
- Record administration skills.