# Table of Contents

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>The Villages Genealogical Society Organizational Chart</td>
<td>4</td>
</tr>
<tr>
<td>Communications</td>
<td>5</td>
</tr>
<tr>
<td>Elected Officers</td>
<td>6</td>
</tr>
<tr>
<td>President</td>
<td>7</td>
</tr>
<tr>
<td>Vice President</td>
<td>9</td>
</tr>
<tr>
<td>Treasurer</td>
<td>10</td>
</tr>
<tr>
<td>Secretary</td>
<td>11</td>
</tr>
<tr>
<td>Appointed Directors/Committee Chairs</td>
<td>12</td>
</tr>
<tr>
<td>Historian</td>
<td>13</td>
</tr>
<tr>
<td>Librarian</td>
<td>14</td>
</tr>
<tr>
<td>Membership Director</td>
<td>15</td>
</tr>
<tr>
<td>Newsletter Editor</td>
<td>17</td>
</tr>
<tr>
<td>Program Director</td>
<td>18</td>
</tr>
<tr>
<td>Publicity Director</td>
<td>20</td>
</tr>
<tr>
<td>Special Interest Group (SIG) Director</td>
<td>21</td>
</tr>
<tr>
<td>Webmaster</td>
<td>22</td>
</tr>
<tr>
<td>Special Coordinators</td>
<td>24</td>
</tr>
<tr>
<td>Seminar Coordinator</td>
<td>24</td>
</tr>
<tr>
<td>Seminar Registrar</td>
<td>26</td>
</tr>
<tr>
<td>Printing Coordinator</td>
<td>27</td>
</tr>
<tr>
<td>Special Interest Group Leaders</td>
<td>28</td>
</tr>
<tr>
<td>Document Retention Policy</td>
<td>35</td>
</tr>
</tbody>
</table>

If a particular form or template is used in the performance of the duties of a position, a copy of the form or template will follow the Policy and Procedures page(s) for that position.
Introduction

The Villages Genealogical Society was founded in 1993 in The Villages, Florida. Beginning with only 15 members, the VGS reached a peak membership of over 1,000 members by March of 2015. With seasonal fluctuations, that means a range of between 900-1,000 members, with continued prospects for growth. It is a tax exempt organization under section 501(c)(3) of the Internal Revenue Code.

Over the Society’s first 22 years, it has grown, slowly at first, but doubling in size between 2010 and 2015. This growth has been under the leadership of five Presidents, all of whom have contributed their insight, expertise, concepts, programs, and vision to the Society. The VGS has grown, and with it our policies and procedures have also grown and developed.

Until now, those policies and procedures have been largely oral traditions, with the exception of limited enabling language in the By-Laws and actions taken by the Board of Directors, archived away in the records of minutes from years past.

As genealogists, documentation is the essence of our work material and the focus of our research. It follows logically that an organization the size of ours should have a guide to the day-to-day operations and structure of our Society. Thus this Policies and Procedures Manual was born.

The goal of this manual is to describe the various elected and appointed, as well as volunteer, positions in the VGS which keep the Society functioning on an ongoing basis. Descriptions of the duties and responsibilities of the positions, the Board policies related to the positions, and the procedures associated with them are all found within these pages.

The Policies and Procedures Manual is available online in the Members Only section of the VGS website. Additional individual printed copies will be distributed to the Officers, Directors, Special Coordinators, and Special Interest Group Leaders whose volunteer positions are covered in this manual. It is our guide to the inner workings of our Society.
Dedicated volunteers keep The Villages Genealogical Society running smoothly.
The Villages Genealogical Society
The Public Face
Communications

1. Information Technology
   A. Internet
      1) The VGS Website—www.VGSFL.org;
      2) The VGS Blog—http://vgsflorg.blogspot.com/
      3) VGS email system—Mailto:info@VGSFL.org;
      4) Social Media
         a. Twitter—https://twitter.com/VGSFlorida;
   B) The VGS Newsletter—delivered electronically via email as a PDF file, and viewed or printed and read by the members on their own devices;

2. Oral Communications
   A. News and Education
      1) Announcements at General Membership Meetings;
      2) Speakers at General Membership meetings;
      3) SIG Leaders Presentations.

3. Printed Documents
   A. Society “in-house” Printing
      1) Handouts at General Membership meetings and Annual Seminar;
      2) Board of Directors working documents.

4. External Media
   A. Recreation News;
   B. WVLG public service announcements;
   C. Comcast Channel 2 public service announcements;
   D. Talk of The Villages—Clubs and Activities.
The Villages Genealogical Society
Policies and Procedures

Elected Officers

1. **By-Laws (Article 5)** - Officers of the Society shall consist of a President, Vice-President, Secretary and Treasurer. Their elected terms shall be for two years. The President shall appoint Directors for functional areas/committees, whose terms shall be for two years. The Board of Directors shall consist of four officers and those directors appointed by the President.

2. The Elected Officers of the Society are:
   A. President—elected in even numbered years;
   B. Vice-President—elected in even numbered years;
   C. Treasurer—elected in odd numbered years;
   D. Secretary—elected in odd numbered years.

3. Policies Applicable to all Officers are:
   A. Officers are expected to attend meetings of the Board of Directors as well as the general meetings of the Society;
   B. Officers should use their best efforts to make decisions which benefit the Society;
   C. Officers shall turn over to their successors all manuals, records, Society-owned computer software and equipment, user names, passwords and correspondence pertaining to their respective offices:
      1) Within 15 days prior to the date of transition from one Officer to the next.
      2) Immediately upon leaving office in a transition other than one resulting from an election.

4. Procedures
   A. Procedures applicable to Officers are listed on the following pages.

**NOTE:** In the event that a member of The Villages Genealogical Society serves in more than one Officer and/or Director/Committee Chair position, said member shall be entitled to only one seat on the Board of Directors and therefore be only able to cast one vote on each vote taken by the Board.
The Villages Genealogical Society
Policies and Procedures

President

1. By-Laws (Article 5) —Duties

President - “presides over Board of Directors and general membership meetings; appoints committee Directors; acts as central point of contact for The Society.”

2. Policies

   A. The President is the primary officer of the Society;
   B. Serves as a member of the Board of Directors;
   C. Is one of the designated check-signing authorities for the Society;
   D. The principal office of The Society shall be at the residence of the Society’s President.

3. Procedures

   A. Initiates and supports VGS activities to achieve the objectives of the Society, and supports the initiatives of the Board;
   B. Oversees all activities of the Society, either directly or through oversight of the other Officers, Committee Directors and SIG Leaders;
   C. Presides at all Society General Membership Meetings;
   D. Attends all regularly scheduled Society meetings and Board Meetings. If unable to attend a meeting, the Vice President will act in the President’s behalf;
   E. Appoints special committees as necessary to carry out the work of the Society;
   F. Presides at all meetings of the Board of Directors;
   G. Sets the time, place, and agenda for all regularly scheduled meetings of the Board of Directors;
   H. Calls for reports before all regularly scheduled meetings of the Board of Directors from the Officers and Committee Directors;
   I. Provides advice and support to Directors and ensures that any activities undertaken on behalf of the Board are accomplished;
   J. Fills vacancies in Officer and Committee Director positions for unexpired terms, subject to the approval of the Board of Directors;
President (continued)

K. Ensures that the Board has active, committed and informed members, as well as related succession plans and recruiting efforts;

L. Reports on the activities, results and plans on behalf of the Board in an Annual Report;

M. Reports on ongoing activities to the membership through the monthly newsletter;

N. In addition to the monthly article for the Society Newsletter, he/she may write other articles which the President deems desirable or necessary.

4. Software, Forms and/or Templates being used

A. Uses Blast Email feature of the VGS website to communicate with the Society Membership;

B. The President may use Microsoft Word, Excel, Publisher, and Outlook (or other email program), as well as Dropbox and various Google applications in the course of fulfilling the responsibilities of the position.
The Villages Genealogical Society  
Policies and Procedures  
Vice-President

I.  **By-Laws (Article 5)—Duties**

**Vice-President** - “assumes duties of President during his/her absence.”

2. **Policies**
   
   A. The Vice-President is the second highest ranking officer of the Society;
   
   B. Serves as a member of the Board of Directors;
   
   C. May act as Program Chair;
   
   D. The Vice President reports directly to the President.

3. ** Procedures**
   
   A. In accordance with VGS By-Laws, chairs all meetings in the absence of the President;
   
   B. Performs other related duties as prescribed by the Board of Directors.

4. **Software, Forms and/or Templates being used:**
   
   A. The Vice-President may use Microsoft Word, Excel, and email in the course of fulfilling the responsibilities of the position.
The Villages Genealogical Society  
Policies and Procedures  
Treasurer

1. **By-Laws (Article 5)—Duties**  
   Treasurer — “deposits collected funds and fees; maintains financial records; disburses funds as needed.”

2. **Policies**  
   A. Is the custodian of the funds of the Society;  
   B. The Treasurer reports directly to the President of the Society, or in the absence of the President, to the Vice President.  
   C. Serves as a member of the Board of Directors.

3. **Procedures**  
   A. Maintains accurate records of all assets, liabilities, receipts and disbursements of the Society;  
   B. Deposits all financial assets in the name of the Society in a financial institution chosen by the Board;  
   C. Disburses the funds of the Society in accordance with appropriate financial procedures;  
   D. Supervises Fundraising Activities at General Membership Meetings;  
   E. Prepares, with the advice of the President, the annual budget for the Society for Board of Directors review and approval;  
   F. Reports on the financial position of the Society to the Board;  
   G. Prepares the financial statements of the Society making them available, with all supporting documentation, to the Society’s selected auditor for the biennial audit;  
   H. Filed appropriate tax returns as required;  
   I. Reports the audited financial position of the Society in an Annual Report.

4. **Software, Forms and/or Templates being used**  
   A. The Treasurer uses QuickBooks For Nonprofits Accounting software for accounting, Microsoft Excel for preparing budgets, Microsoft Word and email.
The Villages Genealogical Society
Policies and Procedures
Secretary

1. **By-Laws (Article 5)—Duties**

   **Secretary** - “keeps minutes of Board and general membership meetings.”

2. Policies
   
   A. Is the Chief Recording Officer of the Society.
   
   B. Is the custodian of legal documents, records and digital archives belonging to The Villages Genealogical Society.
   
   C. The Secretary reports directly to the President of the Society, or in the absence of the President, to the Vice President.

3. Procedures
   
   A. Records all votes, and prepares and distributes minutes of all meetings of the Board of Directors;
   
   B. Records activities at Society general membership meetings and distributes minutes to the Board;
   

4. Software, Forms and/or Templates being used.
   
   A. Microsoft Word and email.
The Villages Genealogical Society
Policies and Procedures

**Appointed Directors/Committee Chairs**

1. **By-Laws (Article 5)** - “The President shall appoint Directors for functional areas/committees, whose terms shall be for two years. The Board of Directors shall consist of four officers and those directors appointed by the President.” “With the approval of the Board, The President may Create and appoint committee Directors as he/she may from time to time deem beneficial to the Society.”

2. The Appointed Directors of the Society are:
   A. Historian;
   B. Librarian;
   C. Membership Chair;
   D. Newsletter Editor;
   E. Program Chair;
   F. Publicity Chair;
   G. SIG Coordinator;
   H. Webmaster;
   I. Other Directors deemed necessary and appointed by the President.

3. Policies Applicable to all Directors are:
   A. Directors are expected to attend meetings of the Board of Directors as well as the general meetings of the Society.
   B. Directors should use their best efforts to make decisions which benefit the Society;
   C. Directors shall turn over to their successors all manuals, records, Society-owned computer software and equipment, user names, passwords and correspondence pertaining to their respective offices.
      1) Within 15 days prior to the date of transition from one Director to the next.
      2) Immediately upon leaving office in a transition other than one resulting from an election.

4. Procedures
   A. Procedures applicable to Directors are listed on the following pages.
The Villages Genealogical Society
Policies and Procedures
Historian

1. **By-Laws (Article 5)—Duties**

**Historian** – “selects and archives documents generated by the Society; maintains The Society scrapbook.”

2. **Policies**
   
   A. Serves as a member of the Board of Directors;
   
   B. Is the custodian of the historical articles and documents of interest of The Villages Genealogical Society which are archived in a digital gallery on the Society’s website [VGSFL.org](http://VGSFL.org).

3. **Procedures**
   
   A. Is responsible for collecting documentation of Society Membership activities;
   
   C. Liaises with the Webmaster to place digital images of archived documents on the area of the Society website, [VGSFL.org](http://VGSFL.org), dedicated to archived Society documents;
   
   D. Scans documents into PDF format and emails them to the Webmaster.

4. **Hardware, Software, Forms and/or Templates being used:**
   
   A. Scanner, scanning software, PDF creation software.
   
   B. Microsoft Word and email.
The Villages Genealogical Society  
Policies and Procedures  
Librarian

1. **By-Laws (Article 5) — Duties**

   **Librarian** – “handles distribution of donated genealogical materials to area local libraries.”

2. **Policies**

   A. Serves as a member of the Board of Directors;

   B. Is the Liaison between the Society and local area libraries.

3. **Procedures**

   A. Communicates with local area libraries regarding donations of materials;

   B. Encourages local libraries to expand their genealogical book and internet research tool resources for the benefit of the community;

   C. Monitors the Library pages of the Society’s website to insure that they are current;

   D. Offers suggestions to the Board of Directors on new possibilities for involvement with area libraries.

4. **Forms and/or Templates being used:**

   A. Microsoft Word and email.
The Villages Genealogical Society
Policies and Procedures
Membership Director

1. **By-Laws (Article 5)—Duties**

   **Membership Director** - “registers new members; maintains/updates membership roster.”

2. **Policies**

   A. Serves as a member of the Board of Directors;
   B. Is responsible for Society Membership activities;
   C. Liaises with the Treasurer on issues related to membership dues.

3. **Procedures**

   A. Is responsible for membership fees collected at the monthly meetings and provides the Treasurer with an appropriate accounting;
   B. Prepares dues rosters for volunteers collecting dues at the General Membership Meetings;
   C. Supervises membership committee volunteers during the monthly meetings and annual seminar;
   D. Assigns tasks to membership volunteers and ensures volunteers are trained;
   E. Supports the recruitment of volunteers for the above responsibilities and provides for succession planning;
   F. Maintains and provides data on membership activities to the Treasurer for the Society’s annual budget.

4. **Software, Forms and/or Templates being used:**

   A. New Member Registration Form;
   B. Membership Database on the VGS Website;
   C. General Membership Meeting Membership and Attendance Report;
   D. Microsoft Word and email.
New Member Registration Form

Welcome!

Thank you for your interest in becoming a member of the Villages Genealogical Society. You must be a resident of The Villages, Florida to be eligible for membership. Please return the completed application along with your dues to the next scheduled meeting. Meeting dates and times can be found under Upcoming Events on our web page menu bar.

or

Mail to:
VGS Membership
c/o Pat Otterberg
1305 Paradise Drive
Lady Lake, FL 32159
Please Make Checks Payable to: VGS

VILLAGES GENEALOGICAL SOCIETY
The Villages, Florida
www.vgsfl.org
Membership Application

Please Print Clearly:
Please Select One: Residency Previous VGS Membership?
Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Other: ☐ Full Time: ☐ Seasonal: ☐ Renter: ☐ ☐ No ☐ Yes ☐

Actual First Name: ___________________________ Preferred First Name: ___________________________

Middle Name: ___________________________ Last Name: ___________________________

Address: ___________________________ Town: ___________________________ State: FL Zip: __________

Home Phone: ___________________________ Cell Phone: ___________________________

E-mail address: ___________________________ Date: ___________________________

For Office Use Only: Web ☐ Please make checks payable to: VGS

Amt Rec’d: $10.00 ☐ Cash ☐ Check #: ___________________________ Taken By: ___________________________

Article 3 - Membership and Dues

1. Membership shall be open to all residents of The Villages, Florida (hereinafter referred to as The Villages).

2. A one-time new member fee of $5.00 will be charged at the time of joining The Society, together with $5.00 for the annual membership dues, or a total of $10.00. Thereafter, annual dues of $5.00 will be required to keep the membership current. The membership year begins January 1st and ends December 31st. Any changes in dues shall be proposed by the Board and voted upon by the members. On March 31st of each year, the membership roster will be called to delete those members who have not renewed their membership in The Society. To reignstate after that time, they will need to pay the new member fee of $5.00, together with $5.00 for the annual membership dues.

3. Each member in good standing shall be entitled to participate in all Society functions and vote on all matters that come before the membership, including election of officers and amendments to the By-Laws. A member is in good standing if he or she has paid the current year’s dues.
The Villages Genealogical Society
Policies and Procedures

Newsletter Editor

1. By-Laws (Article 5)—Duties

Newsletter Editor – “edits, organizes and distributes The VGS Newsletter throughout the year.”

2. Policies

   A. Serves as a member of the Board of Directors;
   B. The Newsletter Editor is the editor and publisher of the Society’s monthly electronic periodical;
   C. The VGS Newsletter is the primary method of communicating the news and events to the Membership on a monthly basis.

3. Procedures

   A. Publishes the monthly newsletter to all members by email monthly;
   B. Publishes all upcoming events well in advance of all VGS activities;
   C. Provides the webmaster with an electronic PDF copy for website publication;
   D. Provides articles of genealogical interest for newsletter publication;
   E. Encourage and facilitate members’ writings for newsletter publication.

4. Software, Forms and/or Templates being used:

   A. Microsoft Word, email;
   B. May use Microsoft Publisher or other desktop publishing software.
The Villages Genealogical Society
Policies and Procedures Manual
Programs Director

1. By-Laws (Article 5)—Duties

Program Director - “arranges for programs and speakers.”

2. Policies
   A. Serves as a member of the Board of Directors;
   B. The Vice-President may be appointed as Program Chair by the President.

3. Procedures
   A. Plans and organizes the featured presentations at the General Membership Meetings of the Society, including choosing the topic, arranging for speakers, meeting venue and logistics;
   B. Negotiates fees and expense reimbursement with speakers;
   C. Arranges lodging, if necessary, for speakers staying overnight;
   D. Introduces the speakers to the audience at meetings;
   E. Arranges for appropriate publicity with the Publicity Chair, Newsletter Editor and Webmaster;
   F. Performs other related duties as prescribed by the Board of Directors.

4. Software, Forms and/or Templates used
   A. Web browser, Microsoft Word, and email.
The Villages Genealogical Society
Policies and Procedures
Publicity Director

1. **By-Laws (Article 5)—Duties**

   **Publicity Director** - “places news or human interest articles relative to Society members and activities with the media.”

2. Policies
   
   A. Serves as a member of the Board of Directors;
   
   B. Is the Society’s liaison with the news media including print, radio, television and external websites relating specifically to activities in The Villages, Florida;
   
   C. Is not involved with meeting notices for VGS Special Interest Group meetings.

3. Procedures
   
   A. Generates Society publicity announcements to the media, including appropriate radio, television and newspaper public interest announcements of General Membership Meetings, special events, and the annual seminar.
   
   B. Attends regular monthly meetings of the Society;
   
   C. Attends regular Board meetings to discuss publicity plans and progress;
   
   D. Establishes an Annual Publicity Plan;
   
   E. Maintains contact with the representatives of local media catering to those potentially interested in VGS activities and events, and maintains a reference list of area media representatives;
   
   F. Issues press releases;
   
   I. Reports directly to the President, or the Vice President in the President’s absence.

4. **Software, Forms and/or Templates being used:**
   
   A. Microsoft Word and email;
   
   B. Press Release.
Press Release

Irish Genealogist Speaks to VGS Irish Special Interest Group

By Skype

The Villages, Florida, January 14, 2015: The Villages Genealogical Society Irish Special Interest Group was treated to a meeting with Irish Professional Genealogist, Aiden Feenick, at their meeting on Wednesday January 14th. Aiden has earned a Certificate in Genealogy from the National University of Ireland. He works at Ancestor Network at www.ancestor.ie offering qualified genealogical services to clients. SIG member Mary Alice Willsain set up the Skype Connection with Aiden and the Irish SIG. His voice was projected from loudspeakers, and we could see him and he us. He spoke about Irish records and genealogical research, including the impending 2015 online release of Irish Parish Records by the government of the Republic of Ireland. He then spent nearly a half hour answering questions from his American audience at the Chula Vista Recreation Center. This was a very special opportunity in which a large group of our members participated.

Jim Lannin
VGS President

For Release 12:00pm, January 14, 2014
The Villages Genealogical Society
Policies and Procedures

SIG Director

1. **By-Laws (Article 5)—Duties**

**SIG Director** - “Promotes the formation of Special Interest Groups and coordinates information sharing between SIG Leaders, the membership, and the Board of Directors.”

1. **Policies**
   
   A. Serves as a member of the Board of Directors;
   
   B. The Special Interest Group Coordinator is the liaison between the Board of Directors and the SIG leaders.

3. **Procedures**
   
   A. Facilitates the formation of new Special Interest Groups as demand develops;
   
   B. Monitors the groups to insure that they are generally on topic and covering the major areas which they are structured to cover;
   
   C. Is aware that a SIG may modify its mission to provide better service to the membership and will provide advice as necessary;
   
   D. Makes sure that SIG leaders are functioning responsibly;
   
   G. The SIG Coordinator reports directly to the President, or the Vice President in the President’s absence.

4. **Software, Forms and/or Templates being used**
   
   A. New Group Interest Form;
   
   B. For related forms see SIG Leaders pages.
The Villages Genealogical Society
Policies and Procedures

Webmaster

1. **By-Laws (Article 5)—Duties**

   **Webmaster** – “maintains The Society’s website; informs members of The Society’s activities and provides any other genealogical information beneficial to the membership.”

2. **Policies**

   A. Serves as a member of the Board of Directors;
   
   B. Manager of the Societies Information Technology efforts;
   
   C. The VGS website is the ongoing public face of the Society, 24 hours a day, 7 days a week;
   
   D. It is the primary go-to resource for information about the society and its events for the Membership.

3. **Procedures**

   A. Manages and maintains the VGS website for the VGS membership;
   
   B. Administers the website, makes sure the web servers, hardware, and software are all working properly, designs and develops the website and markets the website;
   
   C. Supervises VGS member website activities, including members’ surname content;
   
   D. Manages website access rights to members requesting access;
   
   E. Insure that proper privacy policies, terms and disclaimers are addressed to protect the VGS and visitors from legal issues that may arise;
   
   F. Has strong customer service skills;
   
   G. Must recognize which parts of the website are most important to develop further based on traffic patterns and visitor response and legal requirements;
   
   H. Provides budget data related to website activities to the Board of Directors;
   
   I. Ensures publications standards and quality are maintained in all website communications;
   
   L. Maintains a reference archive of internet related vendors;
   
   M. Maintains a reference archive of all VGS e-mail addresses and passwords and other IT data;
   
   N. Supports the recruitment of volunteers for the above responsibilities and provides
Webmaster (continued)

for succession planning;

O. Provides support at monthly meetings and seminars related to audio/visual equipment and internet communications, etc. where possible;

P. Provides support to SIG Leaders for website activities and member information publications;

Q. Publishes upcoming event information on the VGS website, well in advance of all upcoming VGS activities;

R. Assists the Newsletter Editor as needed;

T. Reports directly to the President, or the Vice President in the President’s absence.

4. Software, Forms and/or Templates being used

   A. The Website Vendor is EasyNet Websites http://www.easynetsites.com/, Their email Address is: AskUs@EasynetSites.com and phone # is 813-269-4455.

   B. Web browser, Microsoft Word, PowerPoint and email.
The Villages Genealogical Society
Policies and Procedures

Annual Seminar Coordinator

1. **By-Laws—Duties**

   **Annual Seminar Coordinator** - Position not addressed in the By-Laws. Coordinates the Registration, Event Planning, Facilities Preparation, and Event Management for the VGS All Day Seminar held annually in February. Coordinates with the Board of Directors on Event Planning and Operation. This person works closely with The President, Vice President, Treasurer and Membership Director.

2. Policies

   A. The Annual Seminar Coordinator is the event manager for the annual Seminar;
   
   B. The Seminar is normally held on the fourth Wednesday in February from 9am-3pm;
   
   C. The Annual Seminar Coordinator is the liaison between the Board of Directors and the Recreation Department, as well as the vendors used to supply the event.

3. Procedures

   A. Obtains the annual Facilities Permit from the Recreation Department;
   
   B. Works with the Recreation Department in the Design of the seating plan to work to the best advantage with the venue and attendance size;
   
   C. Keeps the Board and President appraised as to the number of registrations, cancellations and best assessment as to the likely final attendance;
   
   D. Arranges for purchasing the supplies required for food and beverages at the event, including continental breakfast, lunch and any snacks;
   
   E. Makes sure that other supplies are purchased or on hand, such as name tags, cups, napkins, plates and utensils;
   
   F. Supervises traffic control at the event to enhance the participants’ experience efficiently;
   
   G. The Seminar Chair may handle seminar registration, or Registrar may be a separate position;
   
   H. Seminar Coordinators and Registrars shall turn over to their successors or person designated by the President, all manuals, records, Society owned computer soft-
Seminar Coordinator (continued)

ware, equipment, user names, passwords and correspondence pertaining to the Seminar;

I. The Annual Seminar Coordinator is accountable to the Board of Directors, and reports directly to the President, or the Vice President in the President’s absence.

4. Software, Forms and/or Templates being used

A. The Seminar Coordinator uses Microsoft Excel to track registration, as well as to develop the floor plan in coordination with the venue;

B. Seminar Questionnaire;

C. Seminar Checklist;

D. Suggestions from prior year’s Coordinator.
The Villages Genealogical Society
Policies and Procedures

Annual Seminar Registrar

1. **By-Laws—Duties**

   **Annual Seminar Registrar** - Position not addressed in the By-Laws. Coordinates the Registration for the VGS Seminar held annually in February. This person works closely with The President, Vice President, Treasurer and Membership Director, as well as the Seminar Coordinator. The Registrar and Coordinator may be the same person.

2. **Policies**

   A. The Seminar Registrar receives registrations and fees for the Seminar, by mail or in person;
   B. The Seminar is usually held on the fourth Wednesday in February, from 9am-3pm.

3. **Procedures**

   A. The Seminar Chair may handle seminar registration, or Registrar may be a separate position;
   B. If separate positions, the Registrar keeps the Seminar Chair aware of registration statistics;
   C. Forwards registration information to the Dropbox file for monitoring by the President, Program Chair, Webmaster and any other designated individuals;
   D. Forwards the registration fees to the Treasurer for accounting and deposit in the bank account;
   E. Keeps the Seminar Coordinator appraised as to the number of registrations, cancellations and best assessment as to the likely final attendance;
   F. The Annual Seminar Registrar is accountable to the Board of Directors, and reports directly to the President, or the Vice President in the President’s absence.

4. **Software, Forms and/or Templates being used**

   A. Annual Seminar Registration Form;
   B. The Seminar Registrar uses Microsoft Excel to track registration, and email.
The Villages Genealogical Society
Policies and Procedures

Printing Coordinator

1. **By-Laws—Duties**

   **Printing Coordinator** - Position not addressed in the By-Laws. Coordinates the printing of handouts for the monthly Society meetings, SIG groups and the Annual Seminar.

2. Policies

   A. This person works closely with the Program Chair and the President;

   B. The Printing Coordinator shall turn over to their successors or person designated by the President, all manuals, records, Society owned printers and computer software, equipment, user names, passwords and correspondence pertaining to their positions, immediately upon leaving their position.

3. Procedures

   A. The Printing Coordinator is provided with a laser printer owned by the Society for the purpose of printing the documents requested by The VGS;

   B. The Society shall keep the Printing Coordinator supplied with laser cartridges, paper, staples and any other supplies which might be deemed necessary as authorized by the Society;

   C. When provided with digital copies of documents, prints out the documents as 2-sided copies when more than one page is involved, and collates and staples the copies as necessary in the quantity requested;

   D. Delivers the printed documents to the appropriate meeting, or to the Program Chair.

4. Software, Hardware, Forms and/or Templates being used

   A. The Printing Coordinator uses his/her computer to interface with the printer;

   B. A Society-owned HP P2035 Monochrome Laser Printer;

   C. Adobe Acrobat and Microsoft Word, as needed, and email.
The Villages Genealogical Society
Policies and Procedures
Special Interest Group (SIG) Leaders

1. By-Laws—Duties

Special Interest Groups (Referenced in Article 5—SIG Director) – “Promotes the formation of Special Interest Groups and coordinates information sharing between SIG Leaders, the membership, and the Board of Directors.”

Special Interest Group Leaders are responsible for coordinating, chairing, and developing format and content for their SIGs. They also function as the liaison between the VGS and The Villages Recreation Department for their individual SIGs.

2. Policies

A. The Special Interest Groups function semi-autonomously, but are under the oversight of The Villages Genealogical Society and must function within its policies and procedures;

B. Individual SIG Leaders contract individually with The Villages Recreation Department for meeting space and times. However, these SIGs are subsidiary groups of The Villages Genealogical Society and operate under the Society’s oversight and rules. Contracts must state that the name of the group is: “SIG Name” Special Interest Group of The Villages Genealogical Society;

C. SIGs may be organized around a) basic genealogical techniques and practices, b) geographical areas, countries of ancestral origin, or common ancestral ethnicity, or c) tools used in genealogical research, such as genetics or computer software;

D. A SIG Leader is an uncompensated volunteer who may not profit from the activities of the group;

E. No SIG may compensate a VGS member for making a presentation to the SIG, nor may any such compensation be made under the guise of some other purpose. We will continue to foster our strong tradition of volunteerism in our Society;

F. In certain situations, a SIG may wish to bring in an outside speaker, whether pro bono or for compensation. A SIG may bring in a maximum of one compensated outside speaker in a fiscal year. The procedures for this process are addressed below under “Procedures for Outside Speakers”;

G. A SIG must meet at least 7 months of the year and may meet up to 12 times annually.
3. Procedures

A. The organization of a SIG requires adequate interest from the membership and a willing, able and somewhat knowledgeable person to lead the group. Many SIG Leaders are among the ones who ultimately learn the most from their groups.

B. SIG Leaders determine the topics to be discussed and the format to be used, understanding that the appropriate meeting structure will vary by topic and by SIG objectives.

C. SIG Leaders may involve their members in the SIG’s decision-making process as they deem necessary or desirable.

D. Attendees of the SIGs are required to be members of the Society. SIG Leaders report directly to the SIG Coordinator and indirectly to the President, or the Vice President in the President’s absence.

E. Procedures for Outside Speakers

1) A SIG will be allowed to bring in one outside speaker receiving compensation per fiscal year.

2) The SIG will be allowed to accept donations from its members to fund the speaker.

3) The money received must be clearly a donation, and not called a charge, fee or other term which is not synonymous with donation.

4) No collection of donations will be taken at the entrance. Donations are to be collected in an area away from the entrance.

5) Any VGS member must be admitted to any meeting of any SIG, whether or not an outside speaker is presenting, regardless of whether or not the member chooses to give a donation.

F. Procedure for Handling Donations

1) All donation receipts must be forwarded to the VGS Treasurer intact within 3 days. The Treasurer will then issue a check to the speaker within 3 days after receiving the funds. Any modification of this timetable requires advance approval of the Board of Directors.

2) Any shortfall must be made up by the SIG Leader and/or from additional donations prior to any check being issued to a speaker.
3) Any funds donated in excess of the amount required for a specific outside speaker will be held by the Society’s Treasurer as a credit for a future outside speaker arranged by that SIG.

G. Procedure for Dues Collection at SIG Meetings

1) SIG Leaders will provide non-members attending their SIG for the first time with an application for VGS Membership.

2) The SIG Leader shall advise the prospective member that they must become a VGS member in order to attend any further VGS meetings.

3) Prospective members may wish to offer dues payment at SIG meetings. No SIG Leader shall be authorized to collect dues payments, unless otherwise authorized by the Board of Directors.

4) Those currently authorized to collect dues are the Membership Chair, Treasurer, Designated Membership Committee Member and Webmaster.

4. Software, Forms and/or Templates being used

   A. Microsoft Word, Power Point and email;
   B. VGS New Member Registration Form (See sample under Membership Director;
   C. VGS Guest Attendees Sign-In Form;
   D. Recreation Sponsored Facility Use Application Survey Request Form;
   E. Recreation Department Resident Lifestyle Guest Presenter/Speaker Approval Form;
   F. Recreation Department Resident Lifestyle Change Form;
   G. Other The Villages Recreation Department Forms can be located and printed at http://www.districtgov.org/departments/Recreation/lifestyle-volunteer.aspx.
# Guest Attendees Sign In Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Villages ID #:</th>
<th>Date of Meeting:</th>
<th>Email:</th>
</tr>
</thead>
</table>

Use this sheet for non-member guests and members that do not have a current membership sticker.
Recreation Sponsored Facility Use Application /Survey Request Form

Thank you for your interest in volunteering to be the contact for a recreation sponsored activity. Please complete and return this application to the Recreation Services Representative (RSR) any Regional Recreation Center or Recreation Administration Office. You will be contacted by the RSR or Resident Lifestyle Volunteer Staff after the application has been reviewed.

Visit our website at ‘www.districtgov.org’ to review the Resident Lifestyle Guidelines for room usage.

Date of Application: ____________________________
Name of Activity Group: ____________________________
Resident Contact Name: ____________________________
Resident ID #: ____________________________ Phone: ____________________________
Address: ____________________________ Email: ____________________________
2nd Resident Contact Name: ____________________________
Resident ID #: ____________________________ Phone: ____________________________
Email: ____________________________

This application will be reviewed as a request and does not guarantee a specific facility, day or time. Permits for room use are issued if approved by a Recreation Manager. Similar activity times will be offered the same day and time as existing activities whenever possible. Please indicate your meeting preferences below and we will try to accommodate your request.

Activity Level (Circle One): Basic Intermediate Advanced Practice N/A
Preferred Day (Circle Any): SU M TU W TH F S
Preferred Time (Include Hours): Morning _______ Afternoon _______ Evening _______
Frequency: Twice a Month Monthly Quarterly If Other, Specify: ____________________________
Description of Club/Activity: ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

This Section to be completed by the Staff and submitted to the Recreation Manager for Approval
RSR Name: ____________________________ Date Submitted: ____________________________
Survey Approval Date: _________________ Notifying Contact by phone: _________________
Notes: __________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date of Meeting / Location:
Revised 11-15-11
Resident Lifestyle Guest Presenter/Speaker Approval Form

Resident Lifestyle Volunteer Groups are allowed to have non-resident guest presenters/speakers on a limited basis with prior approval by the Director of Recreation. Request must be submitted a minimum of five (5) business days prior to the actual meeting date. Visit our website at www.districtgov.org to review the Resident Lifestyle Volunteer Guidelines. Only Permit Holder or 2nd Contact is authorized to request a guest presenter/speaker.

Group Name: __________________________ Date: __________________________
Leader Name: __________________________ Permit #: __________________________
2nd Contact: __________________________ Phone #: __________________________
Address: __________________________ Contact Phone #: __________________________
Email: __________________________

Guest Presenter/Speaker Information

Presenter/Speaker Name: __________________________ Phone #: __________________________
Address: __________________________
Organization Representing: __________________________ Phone #: __________________________

Presentation Information

Date __________ Day __________
Location __________________________ Room(s) __________________________
Meeting Time: Start __________ End __________ Setup __________
Time of Presentation: __________
Fees Involved: _______ Yes _______ No _______ If Yes Please Explain: __________________________

Purpose of Presentation: __________________________

Permit Holder or 2nd Contact Signature: __________________________

This section to be completed by an RSR and submitted to the Recreation Manager for approval.

RSR Name: __________________________ Date Submitted: __________________________
Department Director Approval Initials: __________________________
Notes: __________________________
Resident Lifestyle Change Form

This application will be reviewed as a REQUEST and does not guarantee a specific facility, day or time. Request must be submitted a minimum of three (3) weeks prior to the actual meeting date. Once form is received at the Rec. Admin. Office it can take up to two (2) business days for review. Visit our website at www.districtgov.org to review the Resident Lifestyle Volunteer Guidelines for room usage. Only Permit Holder or 2nd Contact is authorized to Request Changes. Form must be signed.

Group Name: ___________________________ Date: ___________________________
Leader Name: ___________________________ Permit #: ___________________________
Contact Phone #: ___________________________
New Group Leader: ___________________________ Phone #: ___________________________
Address: ___________________________________________ Email: ___________________________
2nd Contact: ___________________________ Phone #: ___________________________
Address: ___________________________________________ Email: ___________________________

CURRENT ACTIVITY

Type of Change: ___________________________
Date / Location / Room Size / Time

Date _______ Day _______ _______
Location ___________________________
Room(s) ___________________________
Time: Start _______ End _______ Setup

Has this RLV Group requested to move to a large room? Yes / No If yes, How many times? ______

Has this RLV Group requested any additional meeting dates? Yes / No If yes, How many times? ______

Reason for Change / Notes:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Permit Holder or 2nd Contact Signature: _____________________________________________

*Changes will not be made from November 1st to January 1st due to the scheduling of holiday parties.*

This section to be completed by an RSR and submitted to the Recreation Manager for approval.

RSR Name: ___________________________ Date Submitted: ___________________________
Recreation Manager Approval Initials: _______
Notes: ___________________________________________

Revised Dec 2013
The Villages Genealogical Society
Document Retention and Destruction Policy

PURPOSE OF THIS TOOL: Certain federal laws prohibit the destruction of certain documents. Not-for-profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

Document Destruction
The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization’s documents and records.

The organization’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by The President, with the aid of the appropriate Officers and Directors;

b. All other paper documents will be destroyed after three years;

c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;

d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and

e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention
The Villages Genealogical Society shall keep electronic copies of its various documents, records and reports. These will be kept on the computers of the appropriate Officers of the Society, and in the Society’s Google Drive account and any other Internet storage entities of the Board of Directors’ choosing.

The following table* indicates the minimum requirements and is provided as guidance to customize in determining your organization’s document retention policy. Federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

* Adapted from National Council of Nonprofits.
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable ledgers and schedules</td>
<td>10 years</td>
</tr>
<tr>
<td>Audit reports</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank reconciliations (cancelled checks are on statements)</td>
<td>5 years</td>
</tr>
<tr>
<td>Bank statements</td>
<td>5 years</td>
</tr>
<tr>
<td>Checks (for important payments and purchases)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Contracts, mortgages, notes, and leases (expired)</td>
<td>7 years</td>
</tr>
<tr>
<td>Contracts (still in effect)</td>
<td>Contract period</td>
</tr>
<tr>
<td>Correspondence (general)</td>
<td>2 years</td>
</tr>
<tr>
<td>Correspondence (legal and important matters)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Duplicate deposit slips</td>
<td>3 years</td>
</tr>
<tr>
<td>Expense analyses/expense distribution schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>General ledgers and year-end financial statements</td>
<td>Permanently</td>
</tr>
<tr>
<td>Internal audit reports and miscellaneous internal reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Inventory records for products, materials, and supplies</td>
<td>3 years</td>
</tr>
<tr>
<td>Invoices (to customers, members and from vendors)</td>
<td>7 years</td>
</tr>
<tr>
<td>Membership Applications (complete and approved)</td>
<td>5 years</td>
</tr>
<tr>
<td>Monthly Membership and Attendance Reports</td>
<td>10 years</td>
</tr>
<tr>
<td>Minute books, bylaws, and charter</td>
<td>Permanently</td>
</tr>
<tr>
<td>Patents and related papers</td>
<td>Permanently</td>
</tr>
<tr>
<td>Tax returns and worksheets and other documents relating to determination of tax liability</td>
<td>Permanently</td>
</tr>
<tr>
<td>Trademark registrations and copyrights</td>
<td>Permanently</td>
</tr>
<tr>
<td>Volunteer Records, Time Donated, etc.</td>
<td>3 years</td>
</tr>
<tr>
<td>Donation records, other:</td>
<td>10 years</td>
</tr>
</tbody>
</table>

[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]
Resources

National Council of Nonprofits www.councilofnonprofits.org

BoardSource Record Retention and Document Destruction Policy—Download 4 Samples (E-Policy Sampler) www.boardsource.org/Bookstore.asp?Type=epolicy&Item=1071

Independent Sector www.independentsector.org/issues/sarbanesoxley.html

AICPA Management of an Accounting Handbook—2003 and IRS Appendix Document www.cpa2biz.com/AST/Main/CPA2BIZ_Primary/PracticeManagement/PracticeAdministration/PRDOVR~PC-090407/PC-090407.jsp