

1. President - *Elected*

As President of the San Diego Genealogical Society, you'll lead with vision and drive guiding our passionate community in the pursuit of uncovering ancestral lines and family stories.

Your role involves presiding over meetings, executing the Society's affairs in line with bylaws, and fostering collaboration among board members. Your leadership will inspire impactful initiatives, strengthen partnerships, and uphold our commitment to advancing genealogy. Join us in shaping a thriving genealogical future.

Ongoing duties and responsibilities;

- Presides at meetings of the Board and Society.
 - Acts as liaison with all Board members, Directors, Officers and Committee members to ensure By-laws, Standing Rules and objectives of the Society are met.
 - Makes announcements
 - Calls on directors and chairs for updates on current and upcoming activities
 - Offers comments and recognition
- Appoints all committees except Nomination Committee.
- Serves as ex officio member of all committees, except Nomination.
- Monitors Society financial operations in coordination with Treasurer.
 - Participates preparation of annual budget.
 - Acknowledges significant donations and contributions.
 - Signs tax filings and other important documents, with Board approval.
- Maintaining organizational documents as required by Secretary of State:
 - Articles of Incorporation
 - Bylaws
 - Standing Rules
 - Job descriptions of board members, committee chairpersons
 - Inventory lists of SDGS property
- Prepares annual report and presents to members.

2. Secretary - *Elected*

As Secretary of the San Diego Genealogical Society, you'll be the keeper of our history, ensuring effective communication and organization within our community.

Responsibilities:

- Issue meeting notices and create agendas and send in Board Packets in advance of Board Meetings.
- Maintain accurate meeting minutes.
- Compile proposed changes to Bylaws and Standing Rules.
- Assist in organizing Society documents including election materials.
- Support the President and other board members in administrative tasks.
- Play a crucial role in fostering transparent governance.
- Contribute to the preservation of our Society's legacy.