

CZECHOSLOVAK GENEALOGICAL SOCIETY INTERNATIONAL (CGSI)

Description of Duties of Education Chair

GENERAL (Paragraph 4F. 1 of CGSI By-Laws)

Education: Develop educational programs for the membership, including beginning genealogy classes, language classes, youth education, locating potential speakers and other outreach programs to members. Assist the First Vice President in the presentation of programs at membership meetings.

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DESCRIPTION OF DUTIES

Monthly Executive Committee Meetings

- Notify Executive Committee and other CGSI members of educational activities and outreach programs. The monthly Executive Committee meeting is held at the Minnesota Genealogical Society (MGS) Library in South St. Paul, MN and may be attended remotely, online through Gotomeeting.com

Quarterly Meetings

- Assist the First Vice President in locating potential speakers and other programs for presentation at membership meetings.

Education of Members

- Develop educational programs or find sources for the membership, including beginning or advanced genealogy classes, language classes and youth education.

Education Expenses

- All requests for reimbursement of CGSI expenses incurred shall be in writing and accompanied by supporting receipts and other documentation and given to the Assistant Treasurer, with a copy to the Treasurer (Treasurer does not need supporting documents) for payment. It is suggested that expenses be turned in on a monthly basis for budget purposes but no longer than on a quarterly basis: March 15th, June 15th, September 15th and December 15th. This allows the expenses to be accounted for in a timely manner.
- Provide a yearly budget and monitor spending throughout the year.

Document Version Status

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