



Rogue Valley Genealogical Society

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Trustee Position Description

The Trustee is elected by the members of the Society and is a voting member of the Board of Directors. The position shall be for one year. Re-election for additional one-year terms has no limit. Article V, Section 11 RVGS Bylaws

Responsibilities

1. Report statistics each month to the Board including data on researchers, event attendance, meeting rooms use, etc.
2. Serve as the coordinator of the Financial Review Committee and maintain the Financial Review Notebook.
 - a. Call the review meeting during the first quarter of the year including the Finance Director, Treasurer, and members at large.
 - b. Provide a copy of the previous review to determine compliance by the Society.
 - c. Provide needed forms for completion of the review.
3. Prepare reports as requested by the Board.
4. Hold USB drive of critical files offsite at home for disaster recovery.