



## Duties of Volunteer Positions needed:

<b>Webmaster</b>	<b>Electronic Resources</b>	<b>SIG (Special Interest Group)</b>
<ol style="list-style-type: none"> <li>1. Website Management / Maintenance / Improvements</li> <li>2. Communications [monthly SIGs, General meetings, email accounts]</li> <li>3. Publications [posters, brochures, Clandigger]</li> </ol> <ul style="list-style-type: none"> <li>• prepare event posters for events and announcements [currently using Publisher, any software can be used.</li> <li>• prepare event posters and documents for uploading into standard templates in Mailchimp – an automated mass email marketing software – to send to membership via distribution lists.</li> <li>• interface with 4WEB - web host for the edmontongenealogy.ca website and email accounts; be familiar with the 4WEB portal to manage/maintain about 20 email accounts; monitor 4WEB web hosting annual maintenance agreements and invoices.</li> <li>• maintain edmontongenealogy.ca website content, design and create new pages, functionality.</li> <li>• monitor the webmaster’s email account [webmaster@edmontongenealogy.ca] for inquiries, notifications.</li> <li>• provide monthly report for Executive Committee meetings, including mailout and social media and website statistics; prepare annual statistical report for AGS that forms part of the funding submission.</li> </ul>	<ul style="list-style-type: none"> <li>• oversee the library electronic equipment and other equipment used by the patrons and Branch members.</li> <li>• maintains the computers in the Edmonton Branch Library.</li> </ul>	<p>SIGs consist of a group who meet on a regular basis and have an interest in a specific country, geographic region, or subject. It's a opportunity to connect with liked-minded individuals, to share resources, watch presentations and assist each other in the challenges of genealogy.</p> <ul style="list-style-type: none"> <li>• Ukrainian Facilitator</li> <li>• Scotland Facilitator</li> </ul>
<p><b>Contact:</b> admin@edmontongenealogy.ca</p>		