



Duties of Volunteer Positions needed:

Webmaster	Online Meeting Coordinator	SIG (Special Interest Group)
<ol style="list-style-type: none"> 1. Website Management / Maintenance / Improvements 2. Communications [monthly SIGs, General meetings, email accounts] 3. Publications [posters, brochures, Clandigger] <ul style="list-style-type: none"> • prepare event posters for events and announcements [currently using Publisher, any software can be used. • 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. • 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. • maintain edmontongenealogy.ca website content, design and create new pages, functionality. • monitor the webmaster’s email account [webmaster@edmontongenealogy.ca] for inquiries, notifications. • 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. 	<ul style="list-style-type: none"> • Manage the Edmonton Branch Zoom account, including account settings. • Schedule and host executive and general Branch meetings. • Prepare and update Zoom user guide. • Assist volunteers and members in hosting and participating in Zoom meetings. • Liaise with the Branch Webmaster, Programs Chair and Publicity Chair regarding Zoom meeting particulars. • Manage Branch meeting recordings. • Investigate new/expanded features of Zoom. <p style="text-align: center;">Electronic Resources</p> <ul style="list-style-type: none"> • oversee the library electronic equipment and other equipment used by the patrons and Branch members. • maintains the computers in the Edmonton Branch Library. 	<p>SIGs consist of a group who meet on a regular basis and have an interest in a specific country, geographic region, or subject.</p> <p>It is an opportunity to connect with liked-minded individuals, to share resources, watch presentations and assist each other in the challenges of genealogy.</p> <p>Opportunities available:</p> <ul style="list-style-type: none"> • Ukrainian Facilitator • Scotland Facilitator
<p>Contact: admin@edmontongenealogy.ca</p>		