



Pennington Research Association
Research Committee
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DATE: September 1998

TO: Pennington Research Association

FROM: Gene Pennington, Research Director

SUBJECT: Part II of Plan for Research Committee

This memo is composed of 3 major areas:

1. How the Research Committee will be organized and;
2. Who the Assistant Research Director Team Members are and;
3. What responsibilities, duties and tasks each of the Assistant Research Directors have agreed to accept.

Research Committee

I have been elected to the Executive Board position of Research Director. This term will start at the election at the annual meeting being held in a couple of weeks.

One person now serves the role of the Research Director with responsibility for the Research Committee and its' functions, etc. To this end, the Executive Board has approved the appointment of several Assistant Research Directors to work with me on several critical projects and tasks.

Assistant Research Directors

1. Bobby Pennington -- Eastern Region
2. Jim Pennington -- Central Region
3. Steve Privett -- Western Region
4. Carolyn McDaniel -- At Large
5. Ric Blake -- At Large

General Responsibilities, Duties and Tasks

1. The Assistant Research Director will report directly to me on all matters, but I expect each of you to be strong team participants. Each of you is a valued member of our Team. Your opinions and suggestions will be carefully and thoroughly considered. Your decisions and recommendations on those

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matters for which you have responsibility will be subject only to approval by me and/or the Executive Board.

2. You will be an active member of the Pennington Research Association Research Committee.
3. You will actively participate in making suggestions and recommendations to the Chairman of the Research Committee and/or the Research Director on any and all matters concerning the mission, goals and objectives of the Pennington Research Association and the Research Committee.
4. You are expected to provide material for the Pennington Research Association web site. The frequency, format and the process will be addressed later.
5. You are expected to assist the Research Committee in developing a standard for handling queries from Pennington Research Association members and other researchers.
6. You are expected to assist the Research Committee in developing a standard for capturing queries from Pennington Research Association members and other researchers so they can be retained in a data base.
7. You are expected to assist as needed in special projects as assigned by the Research Committee and/or the Research Director or the Executive Board of the Pennington Research Association.

Specific Responsibilities, Duties & Tasks

1. Steve Privett will be the Assistant Research Director for the West Region. Steve will be the Pennington Research Association Web Master. Steve will be the List Master for the Pennington mailing list on RootsWeb.
2. Jim Pennington will be the Assistant Research Director for the Central Region. Jim will manage and retain the Pennington Research Association John French master data base. Jim will work with other Pennington Research Association committees to publish authorized books and research material. Jim has also accepted the appointed position of Marketing Director. That job will be described by Jim in the near future.
3. Bobby Pennington will be the Assistant Research Director for the East Region. Bobby will manage and retain the Pennington Research Association scanning and indexing projects he has been working on for the past couple of years. Bobby will work with other Pennington Research Association committees to publish the scanned material and indexes.

4. Carolyn McDaniel will be the Assistant Research Director for policy, standards, ethics and values. Carolyn will be our "official" Pennington Research Association Genealogist. I will expand on this role in the near future.
5. Ric Blake will be the Assistant Research Director responsible for supervising the Pennington Research Association group leaders.