

PRA Volunteer Positions – Descriptions & Job Skills - Adopted

Please note that the information below is not complete but it is our best effort to present to you a clear picture of the various volunteer positions and their tasks, responsibilities and skills needed to help you be successful.

Remember we have some GREAT volunteers working for the PRA! They are willing and able to help you if you accept one of these open volunteer positions.

The PRA does not have any paid employees. All of us are volunteers. However, the PRA Board has approved several ways to help our volunteers by setting up many utilities, tools and websites to help. We also offer special deep discount pricing for our volunteers on many software programs such as MS Office, Adobe, Quicken and QuickBooks.

Below is a brief description of our volunteer positions. In some cases I've included a link to a web page on our website where you can learn more about the position.

All Board Members, Officers and volunteers must be a current PRA Member.

Board of Director

The Board of Directors is required by our Articles of Corporation and Bylaws. The Board is charged with the management and oversight of the Corporation. Board Members have a fiduciary and legal responsibility to manage the Corporation according to current statutes.

The position is elected by PRA Members to a 3 year term of office. Each year 3 of our Board Members terms expire so we have a smooth transition each year. While there are no assigned tasks or jobs assigned to any Board Member, many of us do serve as an Officer or in some other volunteer position. We need our Board Members to take an active role helping the PRA meet our goals and objectives.

The position needs a Member who:

- Wants to be a contributing member of our team and is eager to help us succeed.
- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Is able to communicate on a regular basis with other PRA Members to keep them informed and ask their opinions about the PRA.
- Is able to work with and communicate with other Board Members, Officers and other volunteers.
- Is willing to aggressively reach out to PRA Members and seek their input.

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- Is willing to aggressively reach out to PRA Members and keep them informed of current PRA activities.

To learn more and to read/download the PRA's Bylaws and current policies/procedures, go to: [http://www.penningtonresearch.org/About Us](http://www.penningtonresearch.org/About_Us) (Note: The Bylaws and current policies/procedures are down the page a little so scroll down the page).

President

This is an Officer of the public benefit corporation and is an appointed position. The Chairman appoints the officers and they are approved by the Board. There is no term of office for this position since it is an appointed position.

Please read and/or download the PRA's Bylaws and current policies/procedures to learn more about the responsibilities. You can do this by going to:

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.) website creation and maintenance, blog, digital publishing and social media software.
- Is able to work with the Board of Directors and the Officers to effectively manage the business affairs of the Pennington Research Association.
 - Is able to maintain a close working relationship with the Chairman of the Board, the Treasurer and the Editor of the Pedigrees.
 - To prepare an annual budget.
 - To monitor the budget throughout the year.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with Board Members, Officers, Committee Chairs and other volunteers.
- Is able to provide reports to the PRA Members for each Membership meeting and for each issue of the Pedigrees.

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Vice President

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http://www.penningtonresearch.org/About_Us (Note: The Bylaws and current policies/procedures are down the page a little so scroll down the page).

The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Is able to provide reports to the Board of Directors and PRA Members twice each year on any projects or tasks that have been assigned.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.) website creation and maintenance, blog, digital publishing and social media software.
- Is able to work with and communicate with Board Members, Officers and other volunteers.

Secretary

This is an Officer of the public benefit corporation and is an appointed position. The Chairman appoints the officers and they are approved by the Board. There is no term of office for this position since it is an appointed position.

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http://www.penningtonresearch.org/About_Us (Note: The Bylaws and current policies/procedures are down the page a little so scroll down the page).

The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.

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- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.) website creation and maintenance, blog, digital publishing and social media software.
- Is able to manage paper and digital records.
- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to prepare and distribute minutes of any Membership or Board of Directors meetings in a timely manner.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with Board Members, Officers and other volunteers.

Treasurer

This is an Officer of the public benefit corporation and is an appointed position. The Chairman appoints the officers and they are approved by the Board. There is no term of office for this position since it is an appointed position.

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in bookkeeping or accounting or a financial business background.
- Is able to work with online banking systems.
- Is able to provide reports to the President and Chairman of the Board each month on the financial health of the PRA.
 - Our current website will create many financial reports on request.
 - Our PayPal account and our store front operations will create some financial reports on requests. Most of them can be imported into Excel or other spreadsheet software.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to provide financial data to the PRA's Tax Attorney.
 - This is done via a financial software program such as Quicken or QuickBooks.

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- Note: The PRA can provide this software to the Treasurer with approval of the Board.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.) website creation and maintenance, blog, digital publishing and social media software.
- Is able to work with the President and Chairman of the Board to prepare an annual budget and to monitor the budget throughout the year.
- Is able to work with and communicate with Board Members, Officers and other volunteers.

Research Director

This is an Officer of the public benefit corporation and is an appointed position. The Chairman appoints the officers and they are approved by the Board. There is no term of office for this position since it is an appointed position.

The Research Director manages the Research Committee.

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.) website creation and maintenance, blog, digital publishing and social media software.
- Is able to manage paper and digital records.
- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with Group Leaders and provide leadership for them to meet the PRA's stated goals and objectives.
- Is able to work with and communicate with Board Members, Officers and other volunteers.

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Pedigrees Editor

This is an Officer of the public benefit corporation and is an appointed position. The Chairman appoints the officers and they are approved by the Board. There is no term of office for this position since it is an appointed position.

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.), digital publishing and social media software.
 - Note: The PRA can provide this software to the Editor with approval of the Board.
- Is able to manage paper and digital records.
- Has knowledge and the skills to use a publishing program (currently we use MS Publisher) but we are exploring e-publishing as another option.
 - Note: The PRA can provide this software to the Editor with approval of the Board.
- Is able to work with and communicate with the President, Board Members, Officers and other volunteers.
- We have developed a standards and guidelines to help the Editor.
- We have a strong team of volunteers who will help with the production of the Pedigrees including proofreading and content review.

Group Leader

This is an appointed position by the Research Director. This is not an Officer of the public benefit corporation. There is no term of office for this position since it is an appointed position.

Group Leaders belong to the Research Committee.

To learn more about the Group Leader, go to:

[http://www.penningtonresearch.org/Group Leader](http://www.penningtonresearch.org/Group_Leader)

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to communicate on a regular basis with other PRA Members to keep them informed and ask their opinions about the PRA.
 - In particular to communicate on a regular basis with their Group Members.
- Is able to work with and communicate with other Board Members, Officers and other volunteers.
- Is willing to aggressively reach out to PRA Members and seek their input.
- Is willing to aggressively reach out to PRA Members and keep them informed of current PRA activities.
- Is willing to engage in researching their own Family Group and to share that research with other Group Members and the PRA.

Committee Chairs

Sales Manager

This is an appointed position by the President. This is not an Officer of the public benefit corporation. There is no term of office for this position since it is an appointed position.

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.), digital publishing and social media software.
- Is able to manage paper and digital records.

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- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with the President, Board Members, Officers and other volunteers.
- Co-ordinate the publication and sales of PRA Group books.
- Send titles and prices of Group Books to Pennington Pedigrees Editor.
- Maintain records of income and expenditures for Group books.
- Furnish 2 copies of each Pennington publication produced with a cover letter to:
 - Chief, Copyright Acquisitions Division, Copyright Office, Library of Congress, Washington DC 205559-6600

Archivist

This is an appointed position by the President. This is not an Officer of the public benefit corporation. There is no term of office for this position since it is an appointed position.

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.), digital publishing and social media software.
- Is able to manage paper and digital records.
- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with the President, Board Members, Officers and other volunteers.
- Will co-ordinate the collection and storage of material donated to the Archives.
- Will maintain records of the collection and storage of material donated to the Archives.
- Will co-ordinate acquisition and placement of material in the Archives.

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- Will work with staff of Earlham College to develop policy and prioritize materials to be cataloged for in-college use and added to databases for internet use.
- Will keep records of donors, donations, gifts and acknowledgements of such and provide the information to the Secretary for inclusion in the PRA records.
- Will submit news of the Archives to the Editor of the Pennington Pedigrees to publish in each issue.
- Will assist the Board of Directors in soliciting financial gifts, endowments or other means to ensure permanence of the Pennington Archives.
- Will suggest material(s) which might strengthen the research value of the Pennington Archives.
- Will organize field trips each year to the Pennington Archives for the purpose of reviewing and prioritizing the material on file to be digitized and placed in file sleeves, envelopes and boxes.

DNA Committee Chair & Members

The Chair is an appointed position by the Research Director with approval of the President. The committee members are appointed by the Chair and approved by the Research Director. Neither the Chair nor the members are an Officer of the public benefit corporation. There is no term of office for this position since it is an appointed position.

The DNA Committee Chair and Members are a part of the Research Committee.

Please read and/or download the PRA's Bylaws and current policies/procedures to learn more about the responsibilities. You can do this by going to:

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The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Has a working knowledge of DNA and how it is used for genealogical research.
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.), digital publishing and social media software.
- Is able to manage paper and digital records.
- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).

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- Is able to work with and communicate with the President, Board Members, Officers and other volunteers.
- Will co-ordinate the collection and storage of DNA test results.
- Will maintain records of the DNA volunteers and their test results.
- Will submit news of the DNA Study and related articles to the Editor of the Pennington Pedigrees to publish in each issue.
- Will assist the Board of Directors in soliciting financial gifts, endowments or other means to ensure permanence of the PRA DNA Study.
- Will suggest material(s) which might strengthen the research value of the PRA DNA Study.

Obituary Database Editor

This is an appointed position by the President. This is not an Officer of the public benefit corporation. There is no term of office for this position since it is an appointed position.

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[http://www.penningtonresearch.org/About Us](http://www.penningtonresearch.org/About_Us) (Note: The Bylaws and current policies/procedures are down the page a little so scroll down the page).

The position needs a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Has a working knowledge of DNA and how it is used for genealogical research.
- Is able to meet at least twice a year online (we use online meeting software).
 - We are required by our bylaws to meet every other year but for financial reasons we've been holding our meetings online.
- Has some background in using e-mail, Google Apps, MS Office (word processing, spreadsheet, publishing, database, etc.), digital publishing and social media software.
- Is able to manage paper and digital records.
- Is able to work with secure websites to manage the storage of digital records of the Pennington Research Association, Inc.
- Is able to provide reports to the Board of Directors and PRA Members twice each year.
 - Mid-Year (Jan 1 - July 1) and end of year (Jan 1 - Dec 31).
- Is able to work with and communicate with the President, Board Members, Officers and other volunteers.
- Will co-ordinate the collection and storage of Pennington family obituaries in the PRA Obituary database and in the online message board.
- Will submit news of the PRA obituaries and related articles to the Editor of the Pennington Pedigrees to publish in each issue.

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Research Committee & Chair

Research Committee is chaired by the Research Director. The members includes but not limited to:

- Assistant Research Directors
- Family Group Leaders

Elections Committee Members & Chair

These are not Officers of the public benefit corporation. The appointments are made by President at the Annual Meeting/Reunion in July for election to be held in October of same year or if there is no annual meeting the appointments are made in July.

These positions need a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is willing to serve on a committee that is comprised of a minimum of 3 PRA members who do not currently hold an office and who are not candidates for election.
 - i. The committee must have an odd number of members.
 - ii. The Committee chair to be selected by the President.
 - iii. The Committee members shall refrain from discrimination in favor of or against any candidate.
 - iv. The Committee oversees all voting activities, to assure absence of compromise.
 - v. The Committee assures all voting results are reported to the membership.

Audit Committee Members & Chair

These are not Officers of the public benefit corporation. The appointments are made by Chairman each February.

These positions need a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Has some background and/or knowledge of basic bookkeeping skills and be able to use a spreadsheet program (preferably MS Excel).
- The committee should have three (3) PRA members who are appointed by the Chairman of the Board.
- The committee must prepare and present a report to the Board of Directors within three (3) months of the end of each calendar year.

Fundraising Committee & Chair

These are not Officers of the public benefit corporation. The appointments are made by President as needed.

These positions need a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to work with a team and clearly communicate with others.
- Is able to talk with people and clearly explain the needs of the PRA.

Strategic Plan Committee & Chair

These are not Officers of the public benefit corporation. The appointments are made by President each year.

These positions need a Member who:

- Is computer "savvy" and has Internet access (preferably broadband/high speed connection).
- Is able to work with a team and clearly communicate with others.
- Is able to talk with people and clearly explain the needs of the PRA.
- Has a clear vision for the PRA and how it can achieve its goals and objectives.
- Is able to prepare a five (5) year strategic plan with definable, and achievable, goals and objectives.
- Is able to present the completed five (5) year strategic plan to the Board of Directors and Officers for their review and approval.