

*Note to members: Volunteer tasks have been divided into bite-sized tasks in order to spread the ways to help and not overwhelm any one person.*

### **Staffing (during open hours)**

1. Get to know the Library.
2. Be familiar with the computers - how to use them and what programs have been installed.
3. Assist visitors with basic use of the computers and finding resources in the stacks.
4. Work on tasks to maintain and organize library materials as assigned by the Librarian.
5. For complex genealogical questions, facilitate referrals to experienced society members.

Time Commitment: 3 hours per month

Place of Service: Library

Contact: Sandy Hoover, President/Librarian  
[president@napagensoc.org](mailto:president@napagensoc.org)

### **Grounds & Garden**

1. Help with watering outdoor plants around the Library building.
2. Work with other volunteers on overall garden plan.
3. Help with pruning and weeding in garden areas.

Time Commitment: 1-2 hours per month, up to 4 hours per month depending on season.

Place of Service: Library

Contact: Sally Perkins, Co-Vice President  
[vicepresident@napagensoc.org](mailto:vicepresident@napagensoc.org)

### **Computers & Printers**

1. Work with the Computer team sharing tasks.
2. Help keep the computers and printers updated.
3. Troubleshoot any software or hardware issues.

Time Commitment: As needed

Place of Service: Library

Contact: Ruth Jenkins-McIntire, Webmaster  
[ruthljenkins@yahoo.com](mailto:ruthljenkins@yahoo.com)

## **Publicity**

1. Create flyers and announcements for NVGS programs and events.
2. Post items on our website and submit to the Napa Valley Register and the Bay Area Genealogy Calendar.
3. Seek new opportunities to inform the public of our resources and offerings.

Time commitment: 1-2 hours/month

Place of Service: Home

Contact: Mark Perkins, Co-Vice President  
[vicepresident@napagensoc.org](mailto:vicepresident@napagensoc.org)

## **Newsletter**

1. Be familiar with the newsletter format.
2. Gather articles and fillers from various sources - members, other societies, the internet.
3. Post newsletter on the NVGS website.

Time Commitment: 2-3 hours per month

Place of Service: Home and/or Library

Contact: Sandy Hoover, President  
[president@napagensoc.org](mailto:president@napagensoc.org)

## **Website**

1. Work with the webmaster helping to keep the website up to date.
2. Enter new information, zoom links, descriptions, etc.
3. Help complete a booklet with instructions for board members and others who will be working on the website.

Time Commitment: 3-4 hours per month

Place of Service: Home

Contact: Ruth Jenkins-McIntire, Webmaster  
[ruthljenkins@yahoo.com](mailto:ruthljenkins@yahoo.com)

## **Programs**

1. Collaborate with other committee members to arrange speakers for the monthly Zoom programs.
2. Share responsibilities for contacting speakers and obtaining letters of agreement regarding presentation details - topic, fee, etc.
3. Collect presentation summaries, speaker biographies, and speaker photos for flyers posted on the NVGS website.

4. Forward letters of agreement to NVGS treasurer to facilitate payment to speaker upon conclusion of presentation.

Time Commitment: 2-4 hours per month during your assigned month. “Off” months may involve 1-2 hours of communication and planning with other committee members.

Place of Service: Home

Contact: Sally Perkins, Co-Vice President  
[vicepresident@napagensoc.org](mailto:vicepresident@napagensoc.org)

### **Round Table Hosting**

1. The Round Table is a casual discussion group that meets on the first Monday of each month. It is open to NVGS members only.
2. Sessions begin at 11:00 am via Zoom and last one hour.
3. The host offers a brief introduction of the chosen topic, usually a subject suggested in advance by the host.
4. The host then recognizes attendees who wish to respond with comments or examples.
5. Discussion is not limited to the chosen topic; other information or questions may be introduced by attendees.
6. All attendees are encouraged but not required to participate.

Time Commitment: One hour Zoom time per Round Table. Volunteers may host several Round Tables a year.

Place of Service: Home

Contact: Sue Ziemski, Publications  
[sziemski@sbcglobal.net](mailto:sziemski@sbcglobal.net)

### **Board Membership**

Napa Valley Genealogical Society is served by a Board of Directors whose responsibilities include day to day management of NVGS and its property, planning for the future of the society, and serving the needs of the community in the areas of genealogy and family history.

The board currently is comprised of four (4) officers: President, Vice President (shared by two directors), Secretary, and Treasurer, as well as two Directors who serve as Committee Chairs. Directors are elected to 3-year terms.

To generate interest in the work of the board, we have added a new non-voting Director class - Member-at-Large. The only requirements for Member-at-Large are an interest in how the society works and a desire to help NVGS continue to grow its mission.

Service includes:

1. Attending monthly board meetings, usually 2 hours.
2. Participating in activities of interest to you or that intersect with your experience.
3. Shadowing board members responsible for your areas of interest.

Time Commitment: 2 hours per month. Time outside Board meetings varies with activities. Initial term runs 1 year.

Place of Service: Library (Zoom participation in meetings may be an option)

Contact: Jeanine Layland, Treasurer  
[treasurer@napagensoc.org](mailto:treasurer@napagensoc.org)

## **Fundraising**

The future of NVGS depends on our ability to elevate fundraising to a society-wide mission. To attain and maintain strong financial footing, we need to update and expand our fundraising goals and activities.

Events used in the past are no longer available to us. To support the expansion of society programs and offerings, we need new and creative approaches to fundraising.

Members of the fundraising committee will answer “yes” to at least one of the following questions:

1. Do you have experience or interest in creating new fundraising energy and programs for NVGS?
2. Do you have experience or interest in identifying grants and/or writing applications/submittals?
3. Have you attended or been involved in a fundraising event that you think would be a good fit for NVGS?

Time Commitment: 1-2 hours per month initially to meet with other members to strategize a new fundraising mission/direction and identify opportunities to pursue.

Place of Service: Home and/or Library.

Contact: Jeanine Layland, Treasurer  
[treasurer@napagensoc.org](mailto:treasurer@napagensoc.org)