



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION – SOCIETY TRUSTEE/EXECUTIVE COMMITTEE MEMBER

RESPONSIBLE TO: Chairman and Executive Committee

Main Duties and Responsibilities:

1. Attend quarterly Executive Committee Meetings (March, June, September & December);
2. Attend Annual General Meeting and any additional/Extraordinary General Meetings as called by the Executive Committee;
3. Contribute to discussions and decisions at Executive Committee Meetings;
4. Support Society events at a branch and/or Society level;
5. Provide support to Society Officers and other Society post-holders where necessary;
6. (Optional) Take responsibility for reporting on a Society function where there is a temporary vacancy.