



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION: MEMBERS' INTERESTS AND HELP WANTED ADMINISTRATOR

DUTIES & RESPONSIBILITIES

Members Interests

- Acknowledge receipt of Member's Interests and confirm journal edition they will be published (as long as enough space).
- Keep record of Members' Interests received.
- Regularly update the Members' Interests on the website with details received from new and existing members in the appropriate format.
- Liaise with the Membership Secretary/Data Manager to receive membership updates.
- Remove lapsed Member's Interests from website.
- Provide the GFHS Journal Editor with table of Members' Interests received for each quarterly magazine (20 January, 20 April, 20 July and 20 October).
- Forward queries on Member's Interests to relevant member.

Help Wanted

- Acknowledge receipt of Help Wanted items and confirm edition they will be included (as long as there is enough space).
- Keep record of Help Wanted items received.
- Provide the GFHS Journal Editor with 'Help Wanted' items received from members for entry in each quarterly magazine sorted by membership number (20 January, 20 April, 20 July and 20 October).

RELEVANT SKILLS & EXPERIENCE

Ability to use Microsoft Word to create and edit 'Help Wanted' Items.

Ability to use Microsoft Word to create and edit a table to include Members' Interests.

Ability to send emails and emails with attachments.

Ability to create a pdf document.

Ability to upload pdf document to website (optional).