

Revised Call to fill Webinar Positions!!

Due to all that GSG members are facing with COVID-19 inconveniences and anxieties, the deadline for submitting applications for the necessary webinar positions, explained below, has been extended to 20 April.

The GSG Board would like to begin offering educational webinars every other month in the fall. However, to do this we need at least four of our capable members to step forward and volunteer for the necessary positions needed to run an effective webinar. We know some of our members have this experience. Please help us resurrect this valuable benefit to all GSG members.

All of the webinar positions will be under the supervision of the GSG Board.

The four (4) webinar positions are:

Administrator -Already filled - thank you!!!

Two (2) Monthly Hosts (who work every other webinar),

Duties:

- Assist in providing the Treasurer with information for the yearly budget
 - Obtain a handout for the presentation from the speaker. All speakers are encouraged to provide a handout.
 - Provide the handout to the webmaster for posting on the members-only protected area of the website.
 - Schedule a practice session with the speaker.
 - Obtain the cell phone number of the presenter in case it is needed the night of the webinar.
 - Obtain a copy of the presentation in a PDF file or presentation file, in case it is needed.
 - Provide speaker payment information via email to the GSG Treasurer for payment upon successful completion of the webinar.
 - Send the speaker a prompt email acknowledging a successful webinar and thanking them. Also, let them know that the backup presentation slide deck they provided has been deleted.

Moderator

Duties:

- Start the webinar 30 minutes ahead
 - Do soundchecks
 - Start the recording
 - Watch "in the background" for glitches Answer technical questions, etc.
 - At the end of the presentation provide the attendee questions to the presenter.

Do you have experience with one of these positions? GSG could use your help! Please send your application with your name, biography, and contact information to President@GenealogicalSpeakersGuild.org.

We need your application by 20 April 2020

GSG is looking forward to your help as we take this step forward. Remember, GSG is a non-profit volunteer organization, so Ask not what your Guild can do for you, but what you can do for your Guild.

Your GSG Board

Margo Fariss Brewer, President

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