

Title: **Convenor (special interest group or chapter)**

Reports to: Staff/ Committee

Authorised/date: 14 October 2020

The Society of Australian Genealogists couldn't operate without the help of a wonderful team of volunteers! Special interest group or chapter Convenors play a key role in supporting our community of family historians. This document outlines some of the suggested remits of these roles though we expect all to be shaped by the incumbent given the needs of the group, available budget and expertise.

A Special Interest Group or Chapter is a group of SAG members who have an interest in a particular facet of family history research and meet as a small group to discuss issues specific to this area of interest. The frequency of group meetings can vary from twice a year up to once a month as agreed amongst the group members. A groups interest could be based any aspect of genealogical research, for example a geographical area, use of specific software, DNA or even those researching a particular occupation.

## KEY ACTIVITIES

### 1. Support the development of group activities

- In collaboration with Society staff or officers, contribute to a program of events for the group which may include:
  - Suggestion/liaison between external speakers
  - Canvassing group members for ideas
  - Developing a theme or a series of activities
  - Compiling training materials or guides
  - Delivering presentations
  - Coordination of event logistics with Society staff
  
- Hosting/facilitation of events (either in person or for on-line webinars)

### 2. Maintenance of membership of/communications for the group

**These activities will vary depending upon the nature and support of the group**

- Supporting the overall group as a community through advising on how to increase its membership and optimum communications channels
- Assisting in the creation of marketing collateral for the group and its events e.g. drafting content for websites or social media posts with aligned images
- Support the promotion of events via social media if possible

## COMMITMENT REQUIRED

No set hours, work in line with agreed development of education/other program of activities.

## CONVENOR PROVISIONS

Personable and professional approach in dealing members and the public

Computer literacy

Ideally active on social media

Participate in a training and support where appropriate (e.g. workplace health and safety, webinar platforms)

## KEY INTERNAL RELATIONSHIPS

Staff and volunteers

Society Officers

## KEY EXTERNAL RELATIONSHIPS

Society members

Potential speakers or related organisations

## ELIGIBILITY

Financial member of SAG