

**The Polish Genealogical Society of Minnesota (PGS-MN)
Annual Meeting and Awards Committee Chair - Job Description**

The Annual Meeting and Awards Committee Chair oversees the planning of the Annual Meeting and implementation of the awards process.

Interests/Skills/Talents:

- Member in good standing of the PGS-MN
- Interest in organizing the details of a specific meeting
- Ability to follow established nomination processes

Responsibilities:

1. Determine date, time and facility location of the PGS-MN Annual Meeting. The Annual Meeting is a 'hybrid' meeting – both on-site and virtual.
2. Work with the facility chosen for the meeting regarding food/beverages, space needed, arrangement of room, A/V equipment (if needed), charges and how payment is made, and other details related to the event.
3. Determine cost to charge for members who will attend the meeting.
4. Submit budget information to the Treasurer if there are costs to hold the annual meeting.
5. Provide details of the annual meeting to the website chair and the newsletter chair to publicize the PGS-MN annual meeting.
6. Coordinate with the Membership Chairperson to send Annual Meeting notices plus ZOOM link to members.
7. AWARDS Responsibilities: Develop a process for Outstanding Achievement Award voting:
 - a. Solicit nominations from the Board of Directors and previous award recipients.
 - b. Obtain biographical information from candidates.
 - c. Establish deadline for voting to be complete.
 - d. Provide Board of Directors with names of recipients of the awards.
 - e. Prepare the award certificates and frame them.
 - f. Submit Award recipient information to the Newsletter Chair and Website Chair for publication.
 - g. Work with PGS-MN President to include awards in Annual Meeting agenda.
8. Provide a report of committee work for Board of Director meetings, either in person or by written report.

December 2023