

**The Polish Genealogical Society of Minnesota (PGS-MN)  
Library/Research Committee Chair - Job Description**

The Library/Research Committee Chair provides oversight of the PGS-MN library collection at the Hoffman Research Library as well as research projects of the PGS-MN.

***Interests/Skills/Talents:***

- Member in good standing of the PGS-MN
- Experience in Polish genealogy research and history.
- Knowledge and experience in searching web-based databases and resources.
- Knowledge of library operations, resources, and techniques.
- Interest in project work

***Responsibilities:***

1. Determine committee members and arrange meetings to determine division of work among the committee members.
2. Review, organize and verify location of current books, periodicals, maps, and other resources at least every two years to ensure they are still useful to PGS-MN members.
3. Notify MGS Librarian and PGS-MN Webmaster of changes to the PGS-MN collection at the Library.
4. In collaboration with the Website Chair, establish a mechanism for keeping the membership notified of new resources.
5. Provide a budget estimate to the Treasurer regarding potential purchases for the next year.
6. Provide assistance to members requesting help with Polish genealogy questions.
7. Respond to the Polish Genealogical Society (PGS-MN) website inquiries related to Polish genealogy research.
8. Serve the Minnesota Genealogical Society (MGS) Library as the reference librarian, specializing in Polish Genealogy. Provided on-site library assistance, usually two sessions a month.
9. Provide assistance to PGS-MN members and others on Polish genealogy resources and general genealogy resources, both in the library and through the internet.
10. Prepare periodic presentations for PGS-MN members on available Polish genealogy materials.
11. Provide a report of committee work for Board of Director meetings, either in person or by written report.
12. Manage the U.S. mail received for PGS-MN at the Minnesota Genealogy Center along with assistance from the PGS-MN President.

13. Provide general assistance to all other researchers at the Hoffman Research Library.
14. Search out-of-state Polish newsletters and internet articles that might be printed in the PGS-MN newsletter.

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