

PUBLICATION SUPPORT

- Editing
- Proofreading
- Locate articles
- Review books
- Writing; Summarizing articles

OUTREACH

- Lecture at other societies, libraries, schools
- Teach a course on a genealogical topic
- Develop presentations & education materials
- Record brief instructional videos

SHOP

- Filling requests for PGSA literature
- Locate new books & materials to sell

SPECIAL EVENTS & CONFERENCES

- Greet and register attendees
- Distribute literature
- Locate and price locations and services
- Research and contract speakers
- Prepare syllabus, web materials, name tags
- Acquire materials for the raffle table
- Assist with the marketing program
- Logistical support
- Assist at PGSA sales, raffle, other tables
- Speaker support

FUNDRAISING

- Develop/implement fundraising campaigns
- Gather sponsorships
- Maintain PGSA data on Candid/Guide Star
- Research & write grants

ADDENDA: Add below any supplemental details that you wish us to consider regarding items you marked or skills not included in the list above.