**JACOBS FAMILY REUNION ORGANIZATION
Duties, Responsibilities, & Eligibility Requirements for**

**Elected Officers (Four-Year Terms as Servant-Leaders)**

**[Officers in good standing are eligible for re-election.]**

**PRESIDENT**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

**Attends Committee Meetings**, at his/her discretion. May appoint *Vice President* to attend, as needed.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

**Conducts Executive Board Meetings & Family Business Meetings** in accordance with *business rules and standards/procedures*.

Must have basic to intermediate **social media skills**.

Must be able to **conduct meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**VICE-PRESIDENT**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

**Conducts Executive Board Meetings & Family Business Meetings** in accordance with *business rules and standards/procedures, in the absence of the President*.

Must have basic to intermediate **social media skills**.

Must be able to **conduct meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**SECRETARY**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

Must have intermediate to expert **computer word processing skills**.

**Records and disseminates the minutes** of all Executive Board Meetings & Family Business Meetings.

Must have basic to intermediate **social media skills**.

Must be able to **attend meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**TREASURER**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

Must have intermediate to expert **computer word processing skills**.

Must have intermediate to expert **Excel computer spreadsheet program skills**.

Works closely with the Financial Secretaryr to ensure **accurate financial recordkeeping**.

**Disseminates financial reports**.

**Writes checks and receipts.**

**Disburses funds to applicable committee chairpersons**, *per established protocol.*

**Makes bank deposits.**

Collects reunion dues (**on-site collection of dues & dues received by mail**.)

Must have basic to intermediate **social media skills**.

Must be able to **attend meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**FINANCIAL SECRETARY**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

Must have intermediate to expert **computer word processing skills**.

Must have intermediate to expert **Excel computer spreadsheet program skills**.

Works closely with the Treasurer to ensure **accurate financial recordkeeping**.

Assists Treasurer with the **dissemination of financial reports**.

**Writes checks and receipts**, in the absence of the Treasurer.

**Disburses funds to applicable committee chairpersons**, *per established protocol*, in the absence of the Treasurer.

**Makes bank deposits** in the absence of the Treasurer.

Assists the Treasurer in the **on-site collection of reunion dues**.

Must have basic to intermediate **social media skills**.

Must be able to **attend meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**NOTE:**

The Elected Positions of **Family Historian & Public Relations Officer** will each independently recruit 2-3 additional family members who possess the necessary technical skills to train for and assist with performing these duties. They shall recruit family members **representing subsequent generations**. The goal is to always have younger capable family members trained and ready to assume these leadership positions.

Both positions require intermediate to advanced computer skills and ownership of adequate computer hardware. Family members serving in this capacity must be ***detailed oriented and must have adequate personal time*** to dedicate to the duties linked to these two positions.

**FAMILY HISTORIAN**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

Must have intermediate to expert **computer word processing skills**.

**Maintains Written Family History** in as current a state as possible.

Works closely with the *Public Relations Officer and the President* to **make Family History information available to family members** *(e.g., Jacobs Family website, Jacobs Family of Wildwood, Florida Facebook page, on-site displays & printed materials, etc.*).

**Solicit** *from family members* **& research** *public records* **to acquire** *family photos, documents, memorabilia, etc*.

**Serves as custodian** of solicited & researched family photos, documents, memorabilia, etc., making copies and returning originals to donors, if so requested.

**Encourages family members to route announcements** *(births, deaths, marriages, graduations, etc.)* to Historian*, for posting*.

Must have basic to intermediate **social media skills**.

Must be able to **attend meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.

**PUBLIC RELATIONS OFFICER**

***An elected position, serving at the will of and in representation of The Jacobs Family.***

Must attend **all** Executive Board meetings & Annual Family Business Meetings, *excluding emergency absences*.

Must demonstrate leadership by attending and supporting **all** Family Reunion Organization events & activities, *excluding emergency absences*.

Must demonstrate leadership by remaining **financially current** (Family Reunion dues paid for *election year & the 2 immediately previous years*).

Must possess strong **written & verbal communications skills**.

Must have intermediate to expert **computer word processing skills**.

Must have intermediate to expert **Social Media Administration skills**.

**Serves as Jacobs Family of Wildwood, Florida Facebook page Administrator** *(receives, reviews, and approves all submissions prior to public posting).*

**Works closely with the President in maintaining the Jacobs Family Website.**

**Works closely with the Family Historian** concerning the *posting and dissemination* of *family history related* *information and announcements*.

**Keeps the Executive Board advised** of any *social media related concerns or problems*.

Must be able to **attend meetings via Zoom and/or teleconferencing** (*requires personal free Zoom account*).

Works in coordination with the remaining officers and committee chairpersons (Executive Board), to help **advance the goals and objectives of the Family Reunion Organization**.