

Gillies Job Description

Title: Anthropology Chair

Reports to: Gillies President-Elect
Gillies President

Blue indicates changes during 2021-2022 due to museum shutdown.

Purpose: To act as liaison between volunteers in Anthropology, the Curator of Anthropology and the Gillies Board of Directors.

Responsibilities:

1. In cooperation with the Curator of Anthropology, determines the needs, projects, and research in areas where Gillies may serve; recruits, schedules and briefs Gillies on the work performed in this department.
2. Maintains contact with the Curator of Anthropology regarding further volunteer opportunities.
3. Monitors each Gillie's progress, interest, and contribution; checks on completion of work and assists volunteers in selecting new projects.
4. Presents a brief overview of the activities of Anthropology to interns during training. [Suspended](#)
5. Attends all Board, General Membership and Gilcrease Forum meetings. Prepares a brief report in duplicate for Board meetings and presents major items. [Reports are emailed upon request of the Secretary.](#)
6. Delivers news items to the President by the 15th of each month for publication in the Smoke Signals newsletter. [News items are submitted to the Newsletter Chair as needed for publication in Friday Footprints.](#)
7. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance for the succeeding chair.
8. Prepares and submits an annual report in triplicate to the President-Elect. [Suspended](#)
9. Performs additional duties as assigned by the President.

Time Commitment: 30 administrative museum hours and participation in the volunteer program.

Updated: April 2019