

Gillies Job Description

Title: Past President

Responsible to: Gillies President

Revised: January 2021

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

Purpose: To serve as an advisor to the Executive Committee and the Board of Directors.

Requirements: Must have adequate home internet connection to communicate digitally including sending and receiving emails with attachments, facilitating and joining Zoom meetings, and creating and sharing Word and Excel documents.

Responsibilities:

1. Attends Executive Committee, Education Committee, Board of Directors, General Membership and Gilcrease Forum meetings. [Education Committee has been suspended.](#)
2. Serves as a voting member of the Nominating Committee.
3. Records service hours in Volgistics.

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

Updated: April 2019