

BERKS COUNTY GENEALOGICAL SOCIETY
VOLUNTEER FAIR

October 27th, 2018
12:30 pm to 3:30 pm

All organizations that are 100% volunteer run are always looking for help. We are no exception. Usually when we ask for help it is for the library. But, there are other places we could use help. We are having a Volunteer Fair to let people know the other areas where there are openings. Following is a list of the positions that we would like to fill. Everyone has a particular talent which they might not be using at this time. Perhaps you might like to use it for us. Check the list and see if there is anything that interests you. Come to the Fair, get more details, ask questions, join a committee, have some ice tea and cookies, and hang out with us. We'll be looking for you.

Branches - Write articles about recent and upcoming events.

Corresponding Secretarial Assistant - Substitute when the secretary is out.

Front Desk Receptionists - Welcome patrons, collect money, answer telephone.

Historian Committee - 1 Photographer to take pictures of our special events for the scrapbook. Camera will be provided or use your own.
2 Scrapbooker to help to collect materials for the scrapbook.

Journal - Research and write articles for the Journal

Librarian - Update the vertical files and help keep the book inventory up to date.

Marketing - Computer help to print in-house publications.

Membership - Computer skills to keep member list up to date and do mass mailings.

Programs - Find and schedule speakers for our meetings and plan the fall picnic.

Projects - Help with digitizing, scanning, and other projects.

Publicity - Computer help to get information about our events to newspapers and other areas.

Recording Secretary - Take minutes of the general membership meetings.

Research - Help research our overflow of research requests from patrons.

Social - Decorate the refreshment table at the meetings. Help supply refreshments for the meetings.
Help plan the June dinner.