

# Northamptonshire Family History Society

## Role Description: Zoom Meetings Organiser

**Location:** Working from Home  
**Reports to:** Chair/Executive Committee

### Position Overview:

Your role will be to organize the monthly online meetings by arranging a varied programme of talks. You will liaise with the branch meeting organisers to avoid, where possible, a duplication of speakers and topics

### Key Responsibilities:

#### 1 Booking Speakers

- Planning in advance, you will source and book speakers for the monthly zoom meetings.
- These would be mainly on family history but could also cover topics with a wider historical interest.
- You will organize payment to the speaker by the Treasurer.

#### 2 Liaising with Attendees

- Members can book for individual talks or can block book for the whole subscription year using the Booking form in the Members' Only area of the website.
- You will send out the joining details and zoom links to registered attendees the weekend before each meeting. Confidentiality of members' email addresses is essential.

#### 3 Running the Meeting:

- You will, in conjunction with the Chair or Vice-Chair, host the meeting by welcoming members and the speaker and managing any questions after the talk.

### Desirable Experience:

- Experience in using Zoom would be advantageous.

### Other Aspects:

This is a volunteer position and unremunerated.

Being a member of the Executive Committee would be preferable but not essential.

Reasonable expenses may be claimed for expenditure incurred on Society business.

### If Interested:

Please get in touch via [info@northant-fhs.org](mailto:info@northant-fhs.org) giving as much information as possible.

All expressions of interests will be acknowledged.