

CAN YOU VOLUNTEER AT GSQ



GENEALOGICAL SOCIETY OF QUEENSLAND Inc
Enriching family history

Personal Information

Surname *

Given Names *

Preferred name

Title *

Gender *

Year of Birth *

This is required for insurance purposes

Contact Details

Address 1 *

Address 2

City/Suburb *

Country *

State *

Post Code *

Postal address

Email *

Contact number

At least one contact phone number must be provided. Please provide the area code if applicable.

Home telephone number

Work telephone number

Mobile phone number

Emergency Contact Details

Name *

Contact number *

Relationship *

When and How often are you able to Assist

1	2	3	4	5	+ hours Week

School Holidays

Yes	No

Area	Description	
Publications & Groups		
Editorial Committee	Assist in a range of tasks associated with the production and distribution of our journal Generation	
Interest Groups	Be involved in coordination, newsletter production and group assistance	
Proof reading	Proofing documents eg. Indexing, eNews, Journal & web site material	
Events & Activities		
Education & Speakers	Conduct classes or seminars on various aspects of genealogy. Speak at public events, group meetings etc	
Event Catering	Organisation/assisting with setup of catering	
Outside Events	Attend various events & staff the GSQ "table"	
Support roles		
Library Acquisitions	Be involved in making decisions on the type of records to be purchased and maintain existing records	
Finance/Bookkeeping	Assist the GSQ Treasurer with various duties	
Membership	Assist the Membership Officer in processing memberships & maintaining the membership database	
Secretarial	Assist GSQ Secretary with administration tasks	
Publicity	Publicise GSQ and its various events. Can you provide media contacts ?	
Social Media	Research & collection of articles of genealogical interest to be shared with the membership via social media	
Information Technology/Computer related		
Computer training	Experience conducting training in software packages eg. Word, Excel, Publisher etc	
Graphic Design	Design skills using professional software for publications, brochures, flyers and the web site	
General IT	Able to apply updates to Windows software, rectify issues etc as part of a technical team	
Web site development	Expertise with web related software including WordPress, PHP, HTML etc	
Library		
Library Assistant	As part of a team, help members with their research in the library (training provided)	
Reception	Meet & greet our members – VIP Greeter	
Projects eg. Indexing, transcription	In the library, at home or elsewhere, indexing of records from fiche, film or hard copy	
Research	Be part of an experienced team conducting investigations for the research service	
Property maintenance		
Trade	Electrician, Carpenter, Plumber	
General	Handyman, Gardener	
Other skills which may be of use to GSQ		