

Indiana County Genealogists Criteria

The Indiana Genealogical Society will appoint, with the approval of its Board of Directors, an individual to be designated as an Indiana County Genealogist for each of the 92 counties in Indiana. The IGS Long Range Planning Committee will administer the Indiana County Genealogist Program and report to the IGS Board of Directors.

An Indiana County Genealogist will act as a liaison between the IGS District Director representing that area and the local societies and individuals in that county, as well as be a conduit of news for the IGS website and other publications.

The Indiana County Genealogist program was created with the goal of widening the circle of participation beyond the IGS board, committee members and all others who already have support roles in the Society.

Responsibilities:

The Indiana County Genealogist:

- will report monthly on any events and news for their county (including issues of records preservation and access) to the particular IGS District Director, and to the IGS publications editors throughout the year,
- will promote genealogical and historical research and education within the county they represent,
- will be familiar with the genealogical records available for the county,
- will be familiar with any genealogical repositories in the county,
- will be familiar with any historical or genealogical groups within the county,
- will be familiar with IGS and its functions,
- will be willing to have their contact information widely publicized, and
- will provide advice and counsel to those doing genealogical research in that particular county (the Indiana County Genealogist will not be expected to do personal research for those that contact them).

The appointment of an Indiana County Genealogist will be for a term of two years. Shortly before the end of the term, the individual will be contacted to determine if s/he desires to remain in that position for another two years. S/he will then be asked to provide a report of his/her activities as Indiana County Genealogist to the IGS Long Range Planning Committee in consideration of renewal of their appointment.

The name, address, phone number, and e-mail address of each Indiana County Genealogist will be published on the IGS website and in various publications, along with a brief biographical sketch furnished by the appointee.

Qualifications:

To qualify for appointment as an Indiana County Genealogist, the prospective applicant must:

- Submit a signed application along with a biographical sketch of his/her genealogical experience and expertise. It should include any special projects, events, publications, or record preservation activities the applicant has been involved with. Any volunteerism associated with genealogical activities should also be included.
- Live in Indiana and be very familiar with the county for which the appointment is being sought.
- Be willing to have their contact information widely publicized.
- Obtain letters of recommendation and have them sent directly to the Program Coordinator as follows:

a) Two letters of recommendation from different genealogical/historical organizations, libraries, or genealogical research facilities in the county. The letters must be on the official letterhead of the organization and be signed by a(n) individual(s) authorized to speak for that organization.

OR

b) Six separate letters of recommendation from verifiably qualified individuals (e.g. authors, publishers, researchers, librarians, archivists, etc.). These individuals must be from six different entities. One letter of recommendation from a genealogical/historical organization (as outlined above) must also be included.

All application materials (including letters of recommendation) should be sent via postal mail to the Program Coordinator:

Marlene Petty Polster
1437 W. 97th Ave.
Crown Point, IN 46307

If you have any questions, please contact the Program Coordinator--phone (219) 776-4997; e-mail lakecogen@sbcglobal.net

Selection Process:

Upon receipt of all letters of recommendation and application, each candidate's credentials will then be reviewed. The IGS District Directors will be informed of any applications made for the counties in their districts and will have an opportunity to provide any additional information on the candidate as appropriate.

If approved by a majority of the members of the IGS Long Range Planning Committee, the prospective candidate will then be presented to the IGS Board of Directors or the Executive Committee for final approval, in a motion made by the Long Range Planning Committee.

Reappointment Process:

At the end of each two-year term, the IGS Long Range Planning Committee will review the performance of each Indiana County Genealogist and either reconfirm his/her appointment or make a recommendation that a more active or qualified candidate be sought as a replacement.

Limitations:

An Indiana County Genealogist is not expected to do research for other people. Any research services that an ICG agrees to provide is strictly between the ICG and the person requesting the services. The Indiana Genealogical Society has no responsibility and does not participate in any research for individuals. Membership in the Indiana Genealogical Society is not required to apply to be an Indiana County Genealogist. While we believe IGS membership is beneficial, we are, above all else, interested in finding people who are the best qualified to represent the interests of a specific county.