



PEDIGREE CHARTS COORDINATOR JOB DESCRIPTION

- I. The Pedigree Charts Coordinator is responsible for collecting pedigree charts from as many BAGS members as possible and updating the surname list accordingly.
 - A. A 6-generation blank pedigree chart is available in the Members Only page of the website as well as in the Pedigree folder on the shared Google Drive.
 - B. The charts are to be saved on the shared Google Drive and emailed to the Web Editor for publication on the website.
- II. E-mail communication exclusively through BAGS e-mail address pedigreecharts@txbayareagen.org.
- III. Attend a majority of the board meetings.