



Pennington Research Association  
Research Committee  
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**DATE:** September 1998

**TO:** Pennington Research Association

**FROM:** Gene Pennington, Research Director

**SUBJECT:** Part I of Plan for Research Committee

The purpose of this memo is to summarize the opinions and recommendations of the new Research Team of the current and/or proposed Research Committee & Research Director Policy & Procedures and Job Description. These were originally sent to the Executive Board in a memo dated June 23, 1998 and were then approved by the Executive Board at the July, 1998 annual meeting.

### ***General Comment***

There is a reference to the Pennington Research Association Bylaws in one of the documents. Because I have not seen the Pennington Research Association Bylaws, I do not know what the foundation is for these documents. By this I mean if I don't know what the "base level" or "foundation" document states, I cannot really know how the supporting documents fit in or clarify various components of the original document.

**Suggestion #1:** I would strongly urge the Pennington Research Association Executive Board to provide a **current** copy of the Bylaws to every member of the Board. Each Board member must be familiar with the Bylaws.

### ***Research Committee Policy and Procedure #11***

My presumption is that these are presently in place since there is reference to Authorization in section II. I am concerned with the number of responsibilities listed in I, (A - F). This seems like more than one committee should have to do and I seriously doubt any Research Committee can truly handle all of these, especially year after year. Even if the Research Committee had enough members to successfully complete all of these tasks, the management of the group would be difficult.

**Suggestion #2:** Simplify the number of responsibilities and tasks the Research Committee is charged with completing. If necessary, make one or more new committees to handle the work. One example would be to split off all of the work involved with marketing.

**Section III -- Supervision**, is confusing. I understand the intent, however, (A) provides many ways the "Immediate supervisor" can be selected. Why is there more than one method of being selected as the Research Committee Supervisor? Likewise, (B) provides for more than one supervisor of the committee, even though it does distinguish between finance and research. While (C) states the obvious, the Pennington Research Association Board is the final authority.

**Suggestion #3:** Change the wording on Section III. Change the section title to "III. Chairman" and state the Research Director is the Chairman of the Research Committee and is elected by the membership at the annual meeting as prescribed by the Bylaws.

**Section IV & V -- Funding and Expenditures** need to be clarified. (1) Does the Board want a proposed budget each year from the Research Director and/or Research Committee? (2) Does this mean that when the Research Director and/or the Research Committee want to spend funds, they have to seek approval from each of the 3 people listed or can any one of the 3 approve the funds? (3) Section V appears to repeat what Section IV says. (4) Research Committee members are volunteers just like everybody else in the Pennington Research Association. Isn't this covered in the Bylaws?

**Suggestion #4:** Eliminate Sections IV & V. If the Pennington Research Association Board wants a budget from the Research Committee each year (or every two years), put this in Section I along with the other responsibilities and tasks.

**Suggestion #5:** If the Bylaws already cover how funds are authorized and expended, and that members serve without compensation, then there is no need to restate this in this policy and procedure document. If not, modify the Bylaws.

**Section VI - Job Description**, states, "This policy & Procedure will also be the job description". This is confusing in view of the creation of the new document titled "Research Director, Job Description".

**Suggestion #6:** Remove this sentence and replace it with a reference to the new document titled "Research Director, Job Description" which can be attached to the Policy and Procedure Document, or part of the Bylaws.

***Research Director -- Job Description***

I received more than one copy of what appears to be draft versions. To keep things simple, I will comment about specific wording, regardless of which document it appeared in.

***General Comment***

First, there are many sections which should be in the Bylaws with the other Pennington Research Association Officers and Executive Board members. Examples:

- ✓ Eligibility
- ✓ Election to Office
- ✓ Term of Office
- ✓ Removal from Office
- ✓ General Duties
- ✓ Expenses
- ✓ Restrictions/Prohibitions
- ✓ Duties and Responsibilities
- ✓ Conduct of Office

As I stated in my opening comments, I have not seen the Bylaws so I cannot comment on how this fits in with them. Since the Research Director is now, or will be, a member of the Executive Board, the sections listed above should apply to all board members. Therefore, if the Bylaws do not cover these sections, they should be changed.

**Suggestion # 7:** Do not have a separate document for each Officer and/or Executive Board member. These should all be part of the Bylaws. Modify the Bylaws as needed to make the changes and bring them up to date.

**Complete Set of Pennington Pedigrees Required:** In some of the documents there is a statement that part of the equipment requirements is that of having a complete set of pedigrees. This seems to be unreasonable unless the Pennington Research Association is going to furnish the set at no expense to the Research Director.

**Suggestion #8:** Delete this section completely. If there is a need to list *suggested* equipment, etc., do this as part of the job description document.

***Specific Job Responsibilities and/or Tasks for Research Director***

The following responsibilities and/or tasks were listed as part of the Research Director's job on the documents I received.

- A. Develop and maintain an active program in research in the genealogy of the Pennington families. For instance:
  1. Provide supervision and direction for Pennington Research Association family group leaders.
  2. Assist in the supply of genealogical information to the Editor of Pennington Pedigrees.
  3. Provide research programs at Annual Meetings, such as genealogy lectures, discussions or other special programs.
  4. During the Annual Meeting in the research room, provide material for individual research such as Pedigrees back issues, other Pennington genealogical material and general genealogical material.
  5. Answer queries from Pennington Research Association members about genealogical information. For assistance he or she may call upon other Pennington Research Association members for assistance, such as Family Group Leaders, the Editors of Pennington Pedigrees and Pennington Cousins' Courier, and other knowledgeable Pennington Research Association members.
  6. To provide to the Editors of the Pennington Pedigrees and the Pennington Cousins' Courier all queries and accompanying answers to be published in the respective publications.
- B. To collect, preserve, maintain and disseminate materials relating to the genealogical structure of the Pennington Family.
- C. To maintain a program of genealogical research on all of the various branches (groups) of the Pennington Family.
- D. To provide the Editors of the Pennington Pedigrees and the Pennington Cousins' Courier with research articles and materials on all of the various branches (groups) of the Pennington Research Association.
- E. To provide the Editors of the Pennington Pedigrees and the Pennington Cousins' Courier with:
  1. Reports on goals, plans and implementation of research activity.
  2. Current genealogical material on Pennington descendants, including, but not limited to births, deaths, marriages, achievements, and biographical materials.

- F. To organize and/or develop Pennington Research Association family groups to include each Pennington Research Association member in at least one family group.
  - 1. Obtain a volunteer leader for each Pennington Research Association family group, or appoint a committee member to be the acting leader.
  - 2. Involve group leaders and members in yearly group research activity.
  
- G. To establish organized method of handling queries regarding the genealogy of the Pennington Family.

**Suggestion #9:** Change the responsibilities and tasks to the following:

The Pennington Research Association Research Committee goals are:

***To collect, preserve, maintain and disseminate materials relating to the genealogical structure of the Pennington Family. To accomplish this goal, we will:***

- 1. Strive to be the most comprehensive source of accurate genealogical information, material and events concerning the Pennington Family.
- 2. Strive to become a clearinghouse of current genealogical material on Pennington family descendants, including, but not limited to births, deaths, marriages, achievements, and biographical materials.
- 3. Establish a set of standards for genealogical material submitted, retained and disseminated.
- 4. Establish and maintain the highest possible ethics and sense of propriety while accomplishing our stated goals and objectives.
- 5. Establish and maintain a presence on the Internet using those technologies available to the Pennington Research Association.
- 6. Encourage and assist Pennington Research Association members in their research and promote the submission of research by members.

***To maintain a program of genealogical research of the Pennington Family. To accomplish this goal, we will:***

- 1. Identify and prioritize research projects for the Pennington Research Association.
- 2. Provide supervision and direction for Pennington Research Association family groups and their leaders.
- 3. Answer queries from Pennington Research Association members and other researchers about genealogical information. To meet this objective we will:
  - a. Establish a set of standards for the submission of queries by researchers.
  - b. Establish an organized method of handling queries regarding the genealogy of the Pennington Family.

- c. Establish a method of handling any genealogical misinformation about the Pennington Family, whether it is in printed or electronic form.
- d. Provide to the Editors of the Pennington Pedigrees and the Pennington Cousins' Courier all queries and accompanying answers to be published in the respective publications.

**Too much work for one committee and/or for one person:** Because the number of responsibilities and tasks for the Research Committee and/or Research Director are so diverse, there is a need to break out more of the specialized jobs. A good place to start is with the jobs which involve printed and/or published material. The job of handling the printed and/or published material is a tremendous responsibility and one which needs special guidelines and supervision. By splitting this work load, each of the two critical areas can better meet its' goals and objectives. For example, a new committee could handle the current indexing and scanning projects.

**Suggestion #10:** Establish a new committee titled ***Resources and Publications***. The goals of the Resources and Publications Committee are:

***To collect, preserve, maintain and disseminate printed and/or published material relating to the genealogical structure of the Pennington Family. To accomplish this goal, we will:***

- a. Establish a central Pennington Research Association library which can house the printed and/or published material. *Note: This library can be established at any one of a number of local libraries in the United States. For example, the Marin County Genealogical Society has space donated to it by the Marin County Library. This includes indexing of the material. Once we donate material to a library, they will usually help you to index and maintain the materials. I think some of our members have already donated some material to libraries. We could easily expand this program.*
- b. Maintain at least one (1) copy of all the Pennington Pedigrees and Pennington Cousins' Couriers printed (this includes past and future publications) in the Pennington Research Association library.
- c. Encourage Pennington Research Association members and other researchers to donate resource material to the Pennington Research Association library.
- d. Establish a standard for indexing all material received by the Pennington Research Association.

e. Maintain and index all copies of submitted material such as:

- ✓ Family Group Sheets
- ✓ Newspaper clippings
- ✓ Photographs
- ✓ Copies of other genealogical data

f. Collect and maintain a name index of all names appearing in past and future publications of the Pennington Pedigrees and the Pennington Cousins' Couriers.

***To work in collaboration with the Research Committee to provide the Editors of the Pennington Pedigrees and the Pennington Cousins' Courier with research articles and materials on all of the various branches (groups) of the Pennington Research Association.***

***To work in collaboration with the Research Committee to provide research programs at the annual meetings, such as genealogy lectures, discussions or other special programs.***

***To provide material for individual research at the annual meetings such as Pennington Pedigrees back issues, other Pennington genealogical material and general genealogical material.***

**Combining the Research Director and the Marketing Director:** On one of the documents, the positions of Research Director and Marketing Director are combined and the duties listed for each. I think this is too many responsibilities and tasks to ask one person to take on. The two positions are really very distinctive jobs and each deserves their own leadership.

**Suggestion #10:** Do not combine the positions of Research Director and Marketing Director.