Ancestor Team Leaders 2024

Team Leader Inquiries/Process
Goal: Ancestor Team Leaders to follow-up, in a timely manner with people contacting or joining the MFA.

- The Team Leader and President are automatically notified when a person fills out a registration form on the website. Facebook inquiries will also require creating a user account and filling out a registration form.

- The Team leader follows-up and the President sends a welcome letter. Team Leader lets the President know when the follow-up is completed.

Ancestor Team Leader Roles and Responsibilities Goal: To Organize, Manage and Maintain information on your ancestor line.
Ancestor Team Leader positions were created to assist others not only with family history inquiries, but to also compile a data base on their patriarch.
Roles and Responsibilities:

- Responding to requests for ancestor information in a timely manner and notifying the President when follow-up is completed.

- Maintaining contact and sharing information with team members of your patriarch and members. Periodically updating team member lists.

- Application of established genealogical methods of documenting and citing sources. Using genealogical software programs such as, Family Tree Maker, Legacy, Reunion etc. to set-up a master Database/Gedcom file on your ancestor.

- Developing and maintaining a **Database/master Gedcom (GED) file** for your ancestor line using genealogical software programs. Information from these genealogy programs should also be used in the **1909 Middlebrooks Family Register Update and Family Trees** projects.

- Reviewing and verifying the sources of information from GED files or written submissions. Vetting information by using established genealogical methods of documenting and citing sources. GED files or other information should not be uploaded without review.

- Submitting ancestor articles or research reports for publication in our MFA newsletter, website, or Facebook.

- Developing and submitting research proposals for your ancestor or other lineages.