

JOB DESCRIPTIONS
FOR
NATIONAL ORGANIZATION
OFFICERS & STANDING COMMITTEES
SONS OF UNION VETERANS OF THE CIVIL WAR



Prepared by the
National Committee on Program & Policy
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SUVCW JOB DESCRIPTIONS for National Officers and Standing Committees

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JOB DESCRIPTION FOR COMMANDER-IN-CHIEF

Purpose

The purpose of the office of Commander-in-Chief is to serve as the chief executive officer of the Sons of Union Veterans of the Civil War (SUVCW), to provide direction to the National Organization's operations, and to promote the goals and objects of the SUVCW.

Activities

The activities of the Commander-in-Chief should include the responsibilities listed below.

- (1) Become familiar with the duties of the office as set forth in the Order's Constitution and Regulations ("C&R") and the *Ritual and Ceremonials*.
- (2) Preside at the annual National Encampment.
- (3) Serve as chairman of the National Council of Administration
- (4) Appoint annually the following National Organization officers – Aide de Camp, Chaplain, Chief-of-Staff, Civil War Memorials Officer, Color Bearer, Counselor, Eagle Scout Certificate Coordinator, GAR Highway Officer, Graves Registration Officer, Guard, Guide, Historian, Patriotic Instructor, Signals Officer, Washington D.C. Representative, Webmaster, and other assistant officers as needed.
- (5) Appoint annually 5 Brothers to each of the following standing National Organization committees (includes chairman): Legislation, Military Affairs, Americanization and Education, Lincoln Tomb Observance, Remembrance Day and Fraternal Relations.
- (6) Appoint annually 3 Brothers to the standing National Encampment Site Committee.
- (7) Appoint annually 1 Brother for a term of 4 years to the standing National Committee on Program and Policy.
- (8) Appoint annually 2 Brothers, each for a term of 2 years, to the standing National Committee on Constitution and Regulations.
- (9) Appoint annually 2 Brothers, each for a term of 2 years, to the standing National Committees on History and Graves Registration.
- (10) Make necessary appointments to *special* National Organization committees created by action of the National Encampment.
- (11) Recognize annually those Brothers who recruit 5 or more new Brothers with a Certificate of Merit and those Brothers who recruit 3 or more Brothers by appointment as a National Aide.
- (12) Remove Brothers from appointed National Organization offices and committees as necessary.

COMMANDER-IN-CHIEF, *continued* –

- (13) Review, approve and sign all Camp, Camp-at-Large and Department Charters and revoke same if any do not conform to the Order's Constitution and Regulations.
- (14) Convene special meetings of the National Organization upon consent of the National Council of Administration.
- (15) Attend meetings of the Military Affairs Committee where possible and provide guidance and counsel regarding Sons of Veterans Reserve matters.
- (16) Issue and promulgate at least 4 times annually General Orders to be printed in the *BANNER*.
- (17) Approve and hold bonds of the National – Secretary, Treasurer, Assistant Treasurer(s), Junior Vice Commander-in-Chief, Patriotic Instructor, Quartermaster, and the Executive Director.
- (18) Recognize by citation in the General Orders and recommend to the National Council of Administration for concurrence the names of those Brothers whose service to the Order is meritorious and goes beyond the efficient and loyal performance of a Brother's duty to the Order.
- (19) Submit for concurrence of the National Council of Administration names of individuals for Honorary Membership in the Order.
- (20) Maintain original jurisdiction over charges preferred against Departments and also against Brothers and Camps when Camps or Departments fail or neglect to act upon any breach of discipline within their jurisdiction.
- (21) Appoint Trial Commissioners as required.
- (22) Decide on all questions of law and order subject to appeal to the National Encampment.
- (23) Visit during the year as many Departments, Camps-at-Large and Camps as possible.
- (24) Participate in the following national ceremonies: Remembrance Day (Gettysburg - November), Lincoln Monument (Washington, D.C. - February), Lincoln Death Day (Springfield - April) and Memorial Day (Gettysburg or *Washington DC* - May).
- (25) Represent or designate an alternate to represent the Order at meetings, events and ceremonies sponsored by other societies and organizations to which the Order is invited.
- (26) Ensure that all National Organization elected and appointed officers and committees do their jobs during the year.
- (27) Recognize in the form of personal letters or citations in the General Orders those Departments, Camps-at-large and local Camps which are performing exemplary service to the Order.

COMMANDER-IN-CHIEF, continued –

- (28) Issue encouragement and assistance and, if necessary, reprimands to those Departments and Camps-at-Large who are not adequately fulfilling their duties pursuant to the Order's Constitution and Regulations.
- (29) Serve as the Order's national liaison to the 4 other Allied Orders of the Grand Army of the Republic.
- (30) Annually select recipients for the National Organization's two (2) scholarship awards. Recipients cannot be attending the same college.
- (31) Annually select one (1) recipient each for the:
 - (a) **Abraham Lincoln Commander-in-Chief's Award** for Most Outstanding Camp
 - (b) **Cornelius F. Whitehouse Award** for the Most Outstanding Brother of the Order
 - (c) **Marshall A. Hope Distinguished Author Award** based on recommendations received from National Officers and Committees, Departments, Camps or an individual Brother.
- (32) Prepare periodic oral and written reports on the activities of the Commander-in-Chief to be presented to the National Council of Administration.
- (33) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials* and National Encampment.
- (34) Prepare and submit an annual written report to the National Encampment on the activities of the Commander-in-Chief.

- **Last Updated 2003**

JOB DESCRIPTION FOR SENIOR VICE COMMANDER-IN-CHIEF

Purpose

The purpose of the office of Senior Vice Commander-in-Chief (SVC-in-C) is to promote the Sons of Union Veterans of the Civil War both within and outside the Order.

Activities

The activities of the Senior Vice Commander-in-Chief should include the responsibilities listed below.

- (1) Serve as chairman of the National Committee on Program and Policy.
- (2) Serve on the National Council of Administration.
- (3) Perform the duties of the Commander-in-Chief in the absence of the Commander-in-Chief.
- (4) Serve as Publisher **and** Editor of *The BANNER*.
- (5) Prepare periodic status reports on the activities of the SVC-in-C to be presented to the Commander-in-Chief and the National Council of Administration.
- (6) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (7) Assure ready access to electronic mail for the transaction of the Order's business.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the Senior Vice Commander-in-Chief.

- **Last Updated 2003**

JOB DESCRIPTION FOR JUNIOR VICE COMMANDER-IN-CHIEF

Purpose

The purpose of the office of Junior Vice Commander-in-Chief (JVC-in-C) is to promote membership (recruitment and retention) in the Order.

Activities

The activities of the Junior Vice Commander-in-Chief should include the responsibilities listed below.

- (1) Conduct the National Organization's advertisement campaign to promote the Order.
 - (A) Prepare promotional & recruitment advertisements for various forms of media.
 - (B) Place advertisements, so as to maximize exposure, from the budgeted sum.
 - (C) Coordinate payment of advertisement orders by the National Treasurer.
- (2) Conduct and modify as needed the National Organization's Membership Recruitment Program.
 - (A) Serve as the national contact for the Order, for membership inquiries resulting from responses to the recruitment advertisements and from visitors to the Order's Internet Web site.
 - (B) Contact prospective applicants responding to the advertisements and the Order's Internet Web site, providing them with a synopsis of the Order's organization and informing them that their name will be referred to the nearest Department, Camp-at-Large or the National Membership-at-Large for follow up.
 - (C) Send a *Welcome Letter* to new Brothers who join the Order via the Internet website application. The letter should confirm membership and inform the new Brother of the name and address of the Junior Vice Department Commander, Camp-at-Large JVC, or the National Membership-at-Large (NMAL) Coordinator to whom the new Brother's application, ancestor's honorable service record, and check/money order will be forwarded.
 - (D) Check periodically to ensure that Department/Camp-at-Large Junior Vice Commanders and the NMAL Coordinator are following up with applicant referrals and new Brothers who joined via the Internet application.
 - (E) Refer to the NMAL Coordinator all applicants who are not contacted by a Camp-at-Large Junior Vice Commander within 4 weeks of the initial referral.
 - (F) Keep accurate records of all referrals.
 - (G) Provide the National Headquarters of the Sons of Confederate Veterans (Executive Director, SCV, P.O. Box 59, Columbia, TN 38402-0059) with the name and address of the JVC-in-C for SUVCW membership inquiries
- (3) Serve as the chair of the National Committee on Membership.
- (4) Serve on the National Council of Administration.
- (5) Perform the responsibilities of the Senior Vice Commander-in-Chief in his absence, and in the absence of both the Commander-in-Chief and the SVC-in-C, perform the duties of the Commander-in-Chief.

JUNIOR VICE COMMANDER-IN-CHIEF, continued –

- (6) Prepare periodic status reports on the activities of the JVC-in-C to be presented to the Commander-in-Chief and the National Council of Administration.
- (7) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (8) Assure ready access to electronic mail for the transaction of the Order's business.
- (9) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the Junior Vice Commander-in-Chief.

- Last Updated 2003

JOB DESCRIPTION FOR NATIONAL SECRETARY

Purpose

The purpose of the office of National Secretary is to keep an accurate and impartial record of the proceedings of the National Encampment and National Council of Administration and to carry on all necessary correspondence and administrative matters for the National Organization.

Activities

The activities of the National Secretary should include the responsibilities listed below.

- (1) Maintain the charge and custody of the Charter, Papers of Incorporation and Seal of the National Organization.
- (2) Maintain the charge and custody of all records and other property of the National Organization not otherwise provided for by other National Organization officers of the Order.
- (3) Prepare meeting agendas at the Commander-in-Chief's direction and take the minutes of annual National Encampments and meetings of the National Council of Administration.
- (4) Cause the publication of annual National Encampment Proceedings and maintain 1 complete set of all National Encampment Proceedings of the National Organization.
- (5) Prepare monthly summary reports of the financial and numerical strength of the Order and cause the same to be distributed to all members of the National Council of Administration.
- (6) Follow up on delinquent reports required from Department, Camp and Camp-at-Large Secretaries, and the National Membership-at-Large Coordinator and report such delinquencies to the Commander-in-Chief, National Council of Administration and/or National Encampment.
- (7) Review for completeness all Organizer's Reports and Camp, Camp-at-Large and Department Charter Applications submitted for approval to the Commander-in-Chief and arrange for the preparation all such approved Charters.
- (8) Serve as Secretary of the National Council of Administration.
- (9) Prepare and present periodic reports on the activities of the National Secretary to be presented to the National Council of Administration and Commander-in-Chief.
- (10) Perform all other duties delegated to the office by the Order's Constitution and Regulations, *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (11) Assure ready access to electronic mail for the transaction of the Order's business.
- (12) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Secretary.

- Last Updated 2003

JOB DESCRIPTION FOR NATIONAL TREASURER

Purpose

The purpose of the office of National Treasurer is to serve as custodian of National Organization monies and investments, to keep accurate financial records and to prepare periodic financial reports.

Activities

The activities of the National Treasurer should include the responsibilities listed below.

- (1) Maintain a checking account and all investment accounts in the name of the Sons of Union Veterans of the Civil War, Incorporated for National Organization funds.
- (2) Receive, hold and account for all monies paid to the National Organization and pay out the same upon approval by the Commander-in-Chief.
- (3) Arrange for an annual audit of the National Organization's financial condition to be prepared and presented to the National Council of Administration and the National Encampment.
- (4) Arrange for the bonding of those National Organizations officers required to be bonded by the Order's Regulations.
- (5) Prepare an annual report to the National Council of Administration and the National Encampment on the financial condition of the National Organization and its investments.
- (6) Investigate periodically and advise the National Council of Administration regarding the availability of more advantageous investment opportunities for the National Organization's investments.
- (7) Prepare an annual operating budget for review and approval by the National Council of Administration and the National Encampment.
- (8) Serve on the National Council of Administration.
- (9) Serve as custodian of National Organization property not otherwise provided for.
- (10) Prepare and transmit accordingly all other financial and other reports as may be required by the Order's Constitution and Regulations, National Encampment and/or Commander-in-Chief, or applicable federal or state laws.
- (11) Perform all other duties delegated to the office by the Order's Constitution and Regulations, Ritual and Ceremonials, National Encampment and/or Commander-in-Chief.
- (12) Assure ready access to electronic mail for the transaction of the Order's business.
- (13) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Treasurer.

- Last Updated 1998

JOB DESCRIPTION FOR NATIONAL QUARTERMASTER

Purpose

The purpose of the office of National Quartermaster is to act as custodian of National Organization supplies, including dies used to strike badges and medals, to keep an inventory of supplies on hand and to fill orders for same from Brothers as promptly as possible.

Activities

The activities of the National Quartermaster should include the responsibilities listed below:

- (1) Receive orders for supplies from Brothers on Form 1 (Price List of Supplies), fill and mail (3rd Class) orders to Brothers, and submit checks received to National Treasurer.
- (2) Order supplies as necessary from responsible vendors and submit invoices to National Treasurer for payment.
- (3) Maintain an adequate supply of padded envelopes, mailing tubes and mailing supplies.
- (4) Maintain a record of all monies expended on supplies and postage.
- (5) Maintain an up-to-date inventory on supplies and submit an annual report on same to the National Treasurer in sufficient time so as to be included in the annual Treasurer's report to the National Encampment.
- (6) Review and revise Form 1 annually, making necessary changes in supply items for sale and changes in prices, submitting the updated form to the National Webmaster for immediate posting and also to *The BANNER* Editor in order that it is printed in the first issue of the year.
- (7) Serve on National Council of Administration as a voting member.
- (8) Take supply of badges and other supplies to the National Encampment, and to as many Department encampments as possible, for sale to the membership.
- (9) Perform all other duties delegated to the office by the Order's Constitution and Regulations, *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (10) Assure ready access to electronic mail for the transaction of the Order's business.
- (11) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Quartermaster.

- Last Updated 2003

JOB DESCRIPTION FOR NATIONAL COUNCIL OF ADMINISTRATION**Purpose**

The purpose of the National Council of Administration is to carry out the business of the Order in between National Encampments in accordance with policies established by the National Encampment and to serve as a "Board of Directors" in terms of making decisions in the absence of such policy directives from the National Encampment.

Activities

The activities of the National Council of Administration should include the responsibilities listed below.

- (1) Oversee the general operation and direction of the National Organization between National Encampments.
- (2) Present annually to the National Encampment for approval a proposed budget to operate the National Organization for the ensuing year.
- (3) Appoint the National Membership-at-Large Coordinator and the National Camp-at-Large & Department Organizer to serve at the pleasure of the majority of the Council of Administration.
- (4) Fix annually the amounts for National Members-at-Large dues and fees and Life Member Interest Payments to Camps in the absence of such action by the National Encampment.
- (5) Fix the penal sums of the bonds to be given by all bonded National Organization officers.
- (6) Review annual written reports made to it by the National Membership-at-Large Coordinator, National Membership List Coordinator, National Camp and Department Organizer and the Editor of the Banner.
- (7) Fill for the unexpired term any vacancies which may occur in elected National Organization offices.
- (8) Serve as confirmation authority for all applicants submitted by the Commander-in-Chief for Honorary Membership within the Order.
- (9) Rule on the appropriateness to distribute the National Membership list in the absence of such rulings by the National Encampment or sanctions within the Order's Regulations.
- (10) Exercise disciplinary jurisdiction over all charges preferred against the Commander-in-Chief.
- (11) If need be, restrain a Camp, Camp-at-Large, Department or the National Organization from expending funds or liquidating assets in a manner inconsistent with the Order's Constitution and Regulations.
- (12) Exercise visitatorial powers to enforce any express or implied trust on which property is held by a Camp, Camp-at-Large or Department.
- (13) Perform all other duties delegated to the Council by the Order's Constitution and Regulations ("C&R") and National Encampment.

- Last Updated 2003

JOB DESCRIPTION FOR NATIONAL COUNSELOR

Purpose

The purpose of the office of National Counselor is to serve as an advisor to the Commander-in-Chief, National Council of Administration and National Encampment.

Activities

The activities of the National Counselor should include the responsibilities listed below.

- (1) Render advice and interpretation to the National Organization upon request on issues arising from questions concerning the Order's Constitution and Regulations and on parliamentary matters.
- (2) Serve as a non-voting member on the National Council of Administration.
- (3) Prepare periodic status reports on the activities of the National Counselor to be presented to the Commander-in-Chief and the National Council of Administration.
- (4) Prepare and submit annually to the Editor of *The BANNER* (for publishing in *The BANNER*) a listing of all opinions and interpretations regarding the Order's Constitution and Regulations rendered by the National Counselor.
- (5) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (6) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Counselor.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL GRAVES REGISTRATION OFFICER

Purpose

The purpose of the office of the National Graves Registration Officer is to provide leadership and direction to the National Organization, Departments and Camps regarding the locating and recording of the graves for Union veterans of the American Civil War of 1861-1865.

Activities

The activities of the National Graves Registration Officer should include the responsibilities listed below.

- (1) Serve as Chairman of the National Committee on Graves Registration
- (2) Collect, organize, catalog and maintain a national listing of the graves of Union Civil Veterans, and make this information available to Brothers upon request.
- (3) Assist Departments, Camps and Brothers with procedures and supplying necessary forms to secure veteran headstones for Union Civil War veterans.
- (4) Provide guidance to Departments, Camps and Brothers regarding proper registering and marking of graves of Union Civil War veterans.
- (5) Encourage Departments and Camps to establish and appoint Graves Registration Officers to oversee Department-wide and local grave marking and maintenance programs and activities.
- (6) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (7) Assure ready access to electronic mail for the transaction of the Order's business.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the National Graves Registration Officer.

- **Last Updated 2003**

JOB DESCRIPTION FOR WASHINGTON, D.C. REPRESENTATIVE

Purpose

The purpose of the office of Washington, D.C. Representative is to serve as the official contact of the Order to the National Government (Pursuant to the Order's Constitution and Regulations, the Washington D.C. Representative shall have his residence in the District of Columbia or its suburbs).

Activities

The activities of the Washington, D.C. Representative should include the responsibilities listed below.

- (1) Accept, on behalf of the Order, service of legal papers or summons and immediately transmit the same to the Commander-in-Chief.
- (2) Represent the Order on appropriate occasions and at memorial ceremonies and patriotic functions in our nation's capital.
- (3) Keep apprised of all legislation, pending before the United States Congress, which has pertinence to the activities of the Order and apprise the Chairman of the National Committee on Legislation and the Commander-in-Chief as appropriate.
- (4) Provide the views of the Order before Congressional committees and hearings.
- (5) Serve as an ex-officio member on the National Committee on Legislation.
- (6) Promptly inform the Commander-in-Chief of any pending or passed legislation on which the National Organization, should take action.
- (7) Ensure that a copy of the "Proceedings" from the Order's annual National Encampment is filed with the Library of Congress.
- (8) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (9) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the Washington, D.C. Representative.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL PATRIOTIC INSTRUCTOR

Purpose

The purpose of the office of National Patriotic Instructor is to provide leadership in promoting patriotism within the membership of our Order and to inform, educate and promote patriotism among the populace in general.

Activities

The activities of the National Patriotic Instructor should include the responsibilities listed below.

- (1) Serve as Chairman of the National Committee on Americanization and Education.
- (2) Prepare and issue letters of instruction for the observance of national patriotic holidays.
- (3) Assist the National Chaplain in preparing and issuing letters of instructions to Departments and Camps on the observance of Memorial Day.
- (4) Provide Departments and Camps with patriotic topics that should be stressed at Department and Camp meetings.
- (5) Prepare and submit articles on patriotic topics and our nation's flag to *The BANNER*.
- (6) Be present at a National Encampment's Camp Fire Program and lead those in attendance in the Pledge of Allegiance to the Flag.
- (7) Apprise the Commander-in-Chief on the activities of the National Patriotic Instructor.
- (8) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (9) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Patriotic Instructor

- **Last Updated 2003**

JOB DESCRIPTION FOR NATIONAL CHAPLAIN

Purpose

The purpose of the office of National Chaplain is to provide leadership and direction in the devotional, commemorative and memorial activities of the National Organization.

Activities

The activities of the National Chaplain should include the responsibilities listed below.

- (1) Conduct devotional exercises at a National Encampment.
- (2) Prepare an annual necrology report of deceased National Officers and maintain a file of previously prepared necrology reports.
- (3) Receive and compile necrology reports from the Order's Departments and Camps-at-large and maintain a file of previously received reports.
- (4) Plan and conduct, in conjunction with the National Chaplain of the Auxiliary to the Sons of Union Veterans of the Civil War (ASUVCW), the memorial exercises conducted at a National Encampment.
- (5) Prepare and submit to Department and Camp-at-Large Chaplains information pertinent to the discharge of their duties.
- (6) Prepare and submit to Department and Camp-at-Large Chaplains letters of instruction regarding the proper observance of Memorial Day.
- (7) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National Chaplain.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL HISTORIAN**Purpose**

The purpose of the office of National Historian is to collect and preserve all historical or biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, and to Brothers of the Order.

Activities

The activities of the National Historian should include the responsibilities listed below.

- (1) Collect, organize, catalog and ensure the preservation of historical records and holdings of the National Organization which pertain to the Civil War, Grand Army of the Republic and the Sons of Union Veterans of the Civil War.
- (2) Identify and inventory the historical records and holdings in the possession of National Organization officers.
- (3) Obtain annually a listing or index of Grand Army of the Republic and Sons of Union Veterans of the Civil War historical property, records and holdings in the possession of the federal government.
- (4) Ascertain annually the condition of Grand Army of the Republic and Sons of Union Veterans of the Civil War historical property, records and holdings in the possession of the federal government.
- (5) Serve as chairman of the National Committee on History.
- (6) Provide research assistance and/or access to the Order's historical holdings to Brothers of the Order and, upon approval by the Commander-in-Chief, to individuals and organizations outside of the Order.
- (7) Encourage Department, Camp-at-Large and Camp Historians to identify, inventory or catalog (where possible) to help locate and ensure the preservation of all state and local collections of Civil War memorabilia, and Grand Army of the Republic and Sons of Union Veterans of the Civil War historical records and holdings.
- (8) Encourage Department, Camps-at-Large and Camps to recognize and commemorate Civil War anniversary dates through a variety of means including, Department, Camp-at-Large and Camp meetings and ceremonies, notices in internal newsletters, notices in newspapers, etc.
- (9) Assure ready access to electronic mail for the transaction of the Order's business.
- (10) Perform all other duties delegated to the office by the Order's Constitution and Regulations, *Ritual and Ceremonials*, National Encampment and Commander-in-Chief.
- (11) Prepare and submit periodic status reports to the Commander-in-Chief on the activities of the National Historian.
- (12) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the National Historian.

JOB DESCRIPTION FOR NATIONAL CHIEF-OF-STAFF

Purpose

The purpose of the office of National Chief-of-Staff is to oversee and encourage the productivity of all appointed National Organization officers on behalf of and for the Commander-in-Chief.

Activities

The activities of the National Chief of Staff should include the responsibilities listed below.

- (1) Become familiar with the duties of all the appointed National Organization officers.
- (2) Monitor the progress of, and assist where necessary, the appointed National Organization officers and Committee Chairmen in completing their assigned duties.
- (3) Apprise the Commander-in-Chief of problems encountered with staff fulfillment of responsibilities.
- (4) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), National Encampment and Commander-in-Chief.
- (5) Prepare periodic status reports to the Commander-in-Chief on the activities of the National Chief of Staff.
- (6) Assure ready access to electronic mail for the transaction of the Order's business.
- (7) Prepare and submit periodic status reports to the Commander-in-Chief on the activities of the National Chief-of-Staff.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the National Chief-of-Staff.

- Last Updated 1998

JOB DESCRIPTION FOR NATIONAL G.A.R. HIGHWAY OFFICER

Purpose

The purpose of the National G.A.R. Highway Officer is to promote and preserve recognition of U.S. Route 6 (*"The G.A.R. Highway"*) which runs from the east to west coast of the United States.

Activities

The activities of the National G.A.R. Highway Officer should include the responsibilities listed below.

- (1) Maintain any and all records pertaining to the G.A.R. Highway.
 - (A) Seek information concerning the G.A.R. Highway.
 - (B) Collect and organize information provided to the National Organization.
 - (C) Make information available upon request to interested parties for research and legislative initiatives.
- (2) Communicate as required with state and federal officials regarding the G.A.R. Highway.
 - (A) Monitor state and federal legislation regarding the G.A.R. Highway.
 - (B) Provide appropriate federal officials, upon assuming office, the name, title, organization, address and telephone number of the National G.A.R. Highway Officer, and a brief description of the National Organization's interest in the G.A.R. Highway and in assisting where it can in the preservation of the G.A.R. Highway designation and signage.
- (3) Communicate with Department G.A.R. Highway Officers regarding the condition of U.S. Route 6 in their respective states.
 - (A) Encourage Department G.A.R. Highway Officers to contact appropriate state officials to promote ceremonies and re-dedication ceremonies on anniversary dates and to promote signage replacement.
 - (B) Contact the state officials directly in states without a Department G.A.R. Highway Officer.
 - (C) Encourage Department G.A.R. Highway Officers to work with state and other interested individuals to start G.A.R. Highway Associations within their states.
- (4) Serve as the National Organization's liaison with other organizations on matters pertaining to the G.A.R. Highway.
- (5) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), National Encampment and Commander-in-Chief.
- (6) Prepare periodic status reports on the activities of the National G.A.R. Highway Officer to be presented to the Commander-in-Chief.
- (7) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the National G.A.R. Highway Officer.

- Last Updated 1998

JOB DESCRIPTION FOR NATIONAL CIVIL WAR MEMORIALS OFFICER

Purpose

The purpose of the office of the National Civil War Memorials Officer is to provide leadership and direction to the National Organization, Departments, and Camps regarding the locating, physical examination of, and recording of all memorials dedicated to Union Civil War soldiers and sailors (outside the care of the National Military Parks, and the U. S. Departments of Defense, or Veterans' Affairs). This includes all sizes of monuments (with or without sculpture), those with Civil War era cannon and inert ammunition, memorial fountains, memorial buildings, memorial windows (stained glass), historical markers, and even small plaques.

Activities

The activities of the National Civil War Memorials Officer should include the responsibilities listed below.

- (1) Serve as Chairman of the National Committee on Civil War Memorials.
- (2) Oversee the collection, organization, and maintenance of a national listing (including a computer database) of Civil War Memorials (as described above), and make this information available upon request.
- (3) Encourage Departments and Camps to establish and appoint a Civil War Memorials Officer, at each level, to oversee department-wide and "local" memorial assessment and preservation activities.
- (4) Work with fellow National Civil War Memorials Committee members, to assist Department and Camp level efforts to locate, assess, and record the physical condition of Civil War Memorials.
- (5) Work with fellow National Civil War Memorials Committee members, to provide guidance to Departments and Camps regarding the observation of care and upkeep for Civil War Memorials - and to bring any shortcomings to the attention of the property owners and community government where the memorial is located.
- (6) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Encampment and/or Commander-in-Chief.
- (7) Assure ready access to electronic mail for the transaction of the Order's business.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment, on the activities of the National Civil War Memorials Officer.

- Last Updated 1999

JOB DESCRIPTION FOR NATIONAL MEMBERSHIP-AT-LARGE COORDINATOR**Purpose**

The purpose of the office of National Membership-at-Large Coordinator is to carry on necessary correspondence and administrative matters for those Brothers not affiliated with a Camp-at-Large, Department Membership-at-Large or a local Camp, and to serve as custodian of National Membership-at-Large (NMAL) monies and properties, to keep accurate financial and membership records and to periodically prepare and update financial and membership records.

Activities

The activities of the National Membership-at-Large Coordinator should include the responsibilities listed below.

- (1) Prepare membership materials and provide same to prospective applicants upon request. Such membership material should include, a Membership-at-Large application and an informational flier explaining the purpose and eligibility requirements of the Order.
- (2) Issue membership cards and certificates to new Brothers, membership cards to renewing Brothers, and transfer cards to requesting eligible Brothers.
- (3) Maintain and update the roster of current Brothers who are affiliated with the National Membership-at-Large (NMAL) and on a continual basis provide the National Executive Director with all address changes needing to be made.
- (4) Maintain current and archival membership records of the NMAL.
- (5) Respond to NMAL correspondence and inquiries and otherwise foster good relations among the membership.
- (6) Prepare annually (early December) and transmit annual dues notices to the National Members-at-Large.
- (7) Maintain a checking account in the name of the National Organization, Sons of Union Veterans of the Civil War for National Membership-at-Large funds and submit a copy to the National Treasurer of the yearly bank statement of annual interest earnings.
- (8) Prepare and submit a Form 35 to the National Executive Director on or before May 31 of each year with check or money order for per capita and application fees, plus one application copy for each new Brother. After filing the Form 35, subsequent changes to the membership of the NMAL (for the remainder of a calendar year) may be reported on a Form 30, per directions.
- (9) Prepare annually the "Life Member Reimbursement Form" (Form 10) (obtained from the National Treasurer) and return it to him prior to March 31st.
- (10) Assist the National Secretary and National Camp-at-Large & Department Organizer in the formation of new Camps-at-Large and Departments.
- (11) Prepare periodic status reports to the National Council of Administration on the activities of the National Membership-at-Large Coordinator's activities.
- (12) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), National Council of Administration and/or National Encampment.
- (13) Prepare and submit an annual written membership and financial report of the NMAL to the National Council of Administration and the National Encampment.

JOB DESCRIPTION FOR EDITOR OF THE BANNER**Purpose**

The purpose of the office of Editor of *The BANNER* is to ensure that pertinent information about and concerning the Order is published in *The BANNER* and disseminated to the membership on a frequency of not less than 4 times per calendar year.

Activities

The activities of the Editor of the *Banner* should include the responsibilities listed below.

- (1) Edit, publish and disseminate at least 4 issues of *The BANNER* per calendar year.
- (2) Publish the General Orders of the Commander-in-Chief.
- (3) Publish the reservation forms and details of the National Encampment.
- (4) Publish the names, addresses and telephone numbers of: all National Organization elected and appointed officers, National Organization Standing and Special Committee chairman and members, Department and Camp-at-Large Commanders, Senior & Junior Vice Commanders, Secretaries or Secretary/Treasurers and National Allied Orders of the G.A.R. Presidents immediately following the Order's National Encampment.
- (5) Publish a synopsis of the actions taken by the National Encampment.
- (6) Publish a biography and photograph of the newly elected Commander-in-Chief and National President of the Auxiliary to the Sons of Union Veterans of the Civil War immediately following the Order's National Encampment.
- (7) Publish obituaries and a photograph (if available) of Past Commander-in-Chiefs and all current elected or appointed National Organization officers as soon as possible after their passing.
- (8) Publish annually the "Statement of Ownership and Circulation" in the Banner issue closest to October.
- (9) Publish the names and locations of newly formed Camps and Departments.
- (10) Publish information and articles submitted by National Organization officers, and committees, and the Order's Brothers as space permits.
- (11) Publish information and articles about the Civil War, Grand Army of the Republic and other related subjects as space permits and at the discretion of the Editor.
- (12) Contract for and in the name of the Order for all services necessary to ensure the promotion and economic publishing of *The BANNER* subject to the review and approval of the National Council of Administration.
- (13) Prepare and submit to the National Council of Administration for review an annual operational budget necessary to ensure the publication of at least 4 issues of *The BANNER*.
- (14) Provide periodic reports to the National Council of Administration on the activities of the *Banner* Editor.
- (15) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("c&r"), National Council of Administration and/or National Encampment.
- (16) Prepare and submit an annual written report to the National Council of Administration and National Encampment on the activities of *The BANNER* Editor.

JOB DESCRIPTION FOR NATIONAL CAMP-AT-LARGE & DEPARTMENT ORGANIZER**Purpose**

The purpose of the office of the National Camp-at-Large and Department Organizer is to assist the National Secretary in the formation of Camps-at-Large and Departments in states or larger geographical areas not served by existing Departments.

Activities

The activities of the National Camp-at-Large and Department Organizer should include the responsibilities listed below.

- (1) Locate with the assistance of the National Secretary and National Membership-at-Large Coordinator areas within and outside of the United States where there is an interest to form new Camps-at-Large and Departments.
- (2) Identify and work with a Brother who lives in the proposed Camp-at-Large or Department area and who is willing to serve as the local Camp-at-Large or Department organizer contact.
- (3) Provide the names, addresses and telephone numbers of Brothers and applicants who reside in the proposed Camp-at-large or Department area to the local Camp-at-Large or Department contact.
- (4) Provide a copy of the Order's Constitution and Regulations, Job Descriptions for Camp and Department Officers-SUVCW, *Ritual and Ceremonials* and a set of instructions and all forms needed to organize a Camp-at-Large or Department to the local contact.
- (5) Follow up periodically with the local Camp-at-Large or Department contact to determine progress and to provide any needed direction and to answer all questions promptly.
- (6) Keep the National Secretary apprised of the progress and/or problems with each effort to organize a Camp-at-Large or Department.
- (7) Provide periodic status reports to the National Council of Administration on the activities of the National Camp-at-Large and Department Organizer.
- (8) Perform all other duties delegated to the office by the Order's Constitution and Regulations ("C&R"), *Ritual and Ceremonials*, National Council of Administration and/or National Encampment.
- (9) Prepare and submit an annual written report to the National Council of Administration and National Encampment on the activities of the National Camp-at-Large and Department Organizer.

- **Last Updated 2003**

JOB DESCRIPTION FOR NATIONAL SIGNALS OFFICER

Purpose

The purpose of the office of National Signals Officer is to serve as the Order's senior advisor on electronic communication technology and manage the assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Sons of Union Veterans of the Civil War.

Activities

The activities of the National Signals Officer shall include:

- (1) Serve as advisor to the Commander-in-Chief and Council of Administration on matters dealing with the effective use of communication options and technological solutions.
- (2) Serve as chairman of the National Committee on Communications and Technology.
- (3) Work with the National Webmaster, and all other officers who shall be responsible for the various technology streams in use by the Sons of Union Veterans of the Civil War.
- (4) Establish and maintain the currency of the National Communication Technology Policy statement, submitting changes and revisions to the Council of Administration, for consideration, as appropriate.
- (5) Remain current on emerging technologies and evaluate them, with the assistance of the National Committee on Communications and Technology, for potential use by the Sons of Union Veterans of the Civil War.
- (6) Report regularly to the Commander-in-Chief and Council of Administration.
- (7) Prepare and submit an annual written report to the National Council of Administration and National Encampment.

- Last Updated 2002

JOB DESCRIPTION FOR NATIONAL WEBMASTER

Purpose

The purpose of the office of National Webmaster is to ensure that the Order's Internet presence operates in an efficient and effective manner at all times. The National Webmaster is a practitioner of Web communication for the Order and is responsible for all aspects of the Order's Web presence, including Web content development, technical operations, daily maintenance and, subject to the concurrence of the National Council of Administration, its business management. The National Webmaster should be familiar with HTML layout, coding and design, ASP, JavaScript, graphics, PERL, MS SQL and MySQL, FTP Protocol and Adobe Acrobat. He should also be familiar with the capabilities and limitations of both Microsoft Internet Explorer and Netscape Browsers.

Activities

The activities of the National Webmaster shall include:

- (1) Manage the Order's Internet communication resources to include effective use of electronic mail, a World Wide Web Internet Web site, and the Council of Administration Board Room.
- (2) Provide proactive and reactive administration and maintenance of the Order's Web site.
- (3) Take overall responsibility for content and data quality and integrity of the Order's Web site and ensure that there exists a consistency in terms of how all National Pages are presented on the Internet.
- (4) Ensure that billing notices for payment for both the Order's domain name and Internet service are forwarded to the National Treasurer for timely payment and that access of the Order's National Web Site by the membership or public is not interrupted.
- (5) Ensure that the National Web site is as error free as possible (no broken links, no inoperable e-mail addressees, etc) and that such errors, if not capable of being fixed within 72 hours of notice, are removed from the National Web site.
- (6) Serve as a member of the National Committee on Communications and Technology.
- (7) Provide technical assistance to Department and Camp Signals Officers (Webmasters) and assist in their understanding and adherence to the Order's National Policy on Electronic Communications.
- (8) Update the below listed and any other affected Web Site directories and files within 72 hours of the conclusion of the Order's annual National Encampment:
 - **Directories:** cincrpts, ftp, go, graves, kids, leg, minutes, Monuments, nat-jobs, policies
 - **Files:** cincrpts.htm, ftp.htm, go.htm, cwkids.htm, cwkids.pdf, coa.htm, garroad.htm, graves.htm, home.htm, home.html, id.htm, index.htm, legupdate.pdf, nancamp.htm, officers.htm, pcinc.htm, picket.htm, scholar.htm
- (9) Report regularly to the Commander-in-Chief and Council of Administration.
- (10) Prepare and submit an annual written electronic (e-mail or disk) report to the National Council of Administration and National Encampment.

JOB DESCRIPTION FOR NATIONAL GUIDE

Purpose

The purpose of the office of the National Guide is to assist the Commander-in-Chief in the floor work of the Order's *Ritual and Ceremonials* during the National Encampment.

Activities

The activities of the National Guide should include the responsibilities listed below.

- (1) Ensure that the National Encampment meeting room is in proper order and that the altar and station banners are properly arranged.
- (2) Ascertain, upon request of the Commander-in-Chief, if all who are present are entitled to remain at the National Encampment.
- (3) Serve as an escort for all visitors at the National Encampment.
- (4) Instruct candidates for membership per the Order's *Ritual and Ceremonials* when such individuals are to be initiated at the National Encampment.
- (5) Become familiar with the duties of the office as set forth in the Order's *Ritual and Ceremonials*.
- (6) Carry out orders from the Commander-in-Chief at the National Encampment.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL COLOR BEARER

Purpose

The purpose of the office of National Color Bearer is to care for the United States Flag and to assist the National Guide during the National Encampment.

Activities

The activities of the National Color Bearer should include the responsibilities listed below.

- (1) Place the altar cloth and unopened Bible on the altar prior to the opening of the National Encampment.
- (2) Place the station banners at the stations of the National Organization officers prior to the opening of the National Encampment.
- (3) Assist the National Guide in ascertaining if everyone present is entitled to remain for the National Encampment.
- (4) Present the United States Flag during the *Pledge of Allegiance* at the National Encampment.
- (5) Attend to the altar and National Organization officer stations by removing the Bible, altar cloth and station banners at the close of the National Encampment.
- (6) Become familiar with the duties of the office as set forth in the Order's *Ritual and Ceremonials*.
- (7) Carry out orders from the Commander-in-Chief at the National Encampment.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL GUARD

Purpose

The purpose of the office of the National Guard is to secure the door to the National Encampment and to admit only those Brothers and visitors who are qualified or entitled to enter.

Activities

The activities of the National Guard should include the responsibilities listed below.

- (1) Secure the door at the National Encampment.
- (2) Check dues receipts or cards, delegate credentials, and payment of National Encampment fee of Brothers and admit to the National Encampment only qualified Brothers and authorized visitors.
- (3) Allow no one to enter or leave during the opening or closing of the National Encampment.
- (4) Allow no one to enter during the election of National Organization officers at the National Encampment.
- (5) Allow no one to enter during the initiation of candidates for membership at the National Encampment.
- (6) Become familiar with the duties of the office as set forth in the Order's *Ritual and Ceremonials*.
- (7) Carry out orders from the Commander-in-Chief at the National Encampment.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL AIDE DE CAMP

Purpose

The purpose of the office of National Aide de Camp is to assist the Commander-in-Chief in fulfilling his ceremonial and public relations responsibilities.

Activities

The activities of the National Aide de Camp should include the responsibilities listed below.

- (1) Provide assistance to the Commander-in-Chief in terms of identifying for recognition those Brothers who have demonstrated exceptional faithfulness, charity and loyalty to the Order.
- (2) Provide assistance to the Commander-in-Chief at the National Encampment in terms of ensuring meeting and special speaking engagement preparations are complete.
- (3) Provide assistance to the Commander-in-Chief at the National Encampment by serving as his personal liaison with the other Allied Orders during sessions of the National Encampment.
- (4) Record gifts and material given to the Commander-in-Chief during the National Encampment's Courtesy Night and Commander-in-Chief's Open House.
- (5) Carry out orders from the Commander-in-Chief at the National Encampment.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL ASSISTANT SECRETARY FOR PROCEEDINGS

Purpose

The purpose of the office of National Assistant Secretary for Proceedings shall be to assist the National Secretary in meeting his requirement to "Cause the publication of annual National Encampment Proceedings" as defined in the Job Description for the National Secretary. Such officer shall be a Brother of the Order who was in attendance at the National Encampment and who was named prior to the start of the Encampment so that appropriate notes, records and indices of actions could be maintained independently by him.

Activities

The activities of the National Assistant Secretary for Proceedings should include the responsibilities listed below.

- (1) Attend all sessions of the National Encampment keeping independent notes on the actions and activities of the encampment (this does not include meetings of the Council of Administration).
- (2) Maintain close liaison with the contracted Proceedings Transcriptionist and Editor and arrange for a final copy of his or her report to be provided in sufficient time to meet the requirements set forth in U.S. Code, Title 36, Chapter 24, Section 546.
- (3) Upon receipt of the transcription of the National Encampment the National Assistant Secretary for Proceedings shall compare the transcription to his notes of the National Encampment and, when satisfied, forward an electronic copy of the document to the National Secretary who will also review the document for accuracy, append an electronic copy of the minutes of the Council of Administration meetings, the General Orders of the Commander-in-Chief, an updated listing of Past Commanders-in-Chief, an updated listing of the National Encampment registrants and forward to the Commander-in-Chief who opened the encampment being recorded.
- (4) Coordinate with the Commander-in-Chief who opened the Encampment to ensure timely review of the document and return for publication.
- (5) Arrange with a competent printer for the printing and binding of the Proceedings, within the budget approved by the National Encampment. The number of copies printed shall be enough to fulfill the distribution as outlined in this job description plus 10%. Upon his review and satisfaction with the job by the printer, the National Assistant Secretary shall arrange to have the printing bill sent directly to the National Treasurer for payment.
- (6) With the assistance of the National Proceedings Transcriptionist, obtain a camera-ready document for delivery to the printer and an electronic copy to the National Webmaster.
- (7) Receive, certify and submit the invoice of the National Proceedings Transcriptionist to the National Treasurer for payment.

NATIONAL ASSISTANT SECRETARY FOR PROCEEDINGS, continued –

- (8) Upon publication, mail five (5) copies to the Washington DC Representative for presentation to appropriate officials of the House of Representatives, Senate of the United States and the President, as well as the Librarian of Congress. Such presentation should be made prior to March 1 of the year next following the National Encampment.
- (9) Upon publication, mail five (5) copies to the Commanders-in-Chief who opened the Encampment.
- (10) Upon publication, mail five (5) copies and the printing original and to the National Secretary.
- (11) Upon publication, mail one (1) copy to each elected and appointed National Officer as listed in the Proceedings.
- (12) Upon publication, mail two (2) copies to each Department Secretary.
- (13) Upon publication, mail one (1) copy to each brother who was registered at the Encampment and who would not otherwise receive a copy due to his standing as a listed elected or appointed National Officer based upon the records of the National Secretary.
- (14) Mail all remaining copies to the National Quartermaster who will make them available for purchase.
- (15) Upon completion of the mailings or concurrent with the mailings, submit receipts of mailing costs incurred to the National Treasurer for reimbursement.

- Last Updated 2001

**JOB DESCRIPTION FOR
NATIONAL COMMITTEE ON AMERICANIZATION AND EDUCATION**

Purpose

The purpose of the National Committee on Americanization and Education of the Sons of Union Veterans of the Civil War (SUVCW) is to develop and implement programs that will encourage a greater awareness of citizenship, patriotism and American traditions with the goal of increasing participation in civic and patriotic activities among the Order and general population.

Activities

The activities of the National Committee on Americanization and Education should include the responsibilities listed below.

- (1) Develop flag etiquette, patriotism, citizenship, Civil War, Memorial Day, American history, Grand Army of the Republic (GAR) history, and SUVCW history programs which may be provided to Departments and Camps for presentation to schools, patriotic and civic organizations and other such public gatherings.
- (2) Prepare and submit articles to the Editor of the *Banner* on programs developed by the Committee and solicit ideas and suggestions from Departments and Camps regarding changes which can be made to improve the existing programs and on new programs.
- (3) With the National Patriotic Instructor as chairman of the committee, work with the National Committee on Fraternal Relations and the other Allied Orders of the G.A.R. to develop and implement joint and/or concurrent patriotic programs.
- (4) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the committee.

- **Last Updated 2003**

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON CIVIL WAR MEMORIALS

Purpose

The purpose of the National Committee on Civil War Memorials is to provide guidance to Departments and Camps regarding the locating, physical examination of, and recording of all memorials dedicated to Union Civil War soldiers and sailors (outside the care of the National Military Parks, and the U. S. Departments of Defense, or Veterans' Affairs). This includes all sizes of monuments (with or without sculpture), those with Civil War era cannon and inert ammunition, memorial fountains, memorial buildings, memorial windows (stained glass), historical markers, and even small plaques.

Activities

The National Civil War Memorials Committee should include the responsibilities listed below.

- (1) Acting as a liaison with his own Department, and a mutually agreed upon group of other Departments (in his geographic region of the United States of America) each committee member shall promote the collection, organization, and maintenance of a national listing (including a computer database) of Civil War Memorials (as described above). The committee chairman may call upon his fellow committee members to help make this information available upon request.
- (2) Encourage Departments and Camps to establish and appoint a Civil War Memorials Officer, at each level, to oversee department-wide and "local" memorial assessment and preservation activities.
- (3) Provide guidance to Department and Camp level efforts to locate, assess, and record the physical condition of Civil War Memorials.
- (4) Provide guidance to Departments and Camps regarding the observation of care and upkeep for Civil War Memorials - and to bring any shortcomings to the attention of the property owners and community government where the memorial is located.
- (5) Perform all other related responsibilities assigned by the National Encampment or the Commander-in-Chief.
- (6) Assure ready access to electronic mail for the transaction of the Order's business.
- (7) Activities of the committee shall be submitted in an annual written report to the Commander-in-Chief and the National Encampment.

- Last Updated 1999

**JOB DESCRIPTION FOR
NATIONAL COMMITTEE ON CONSTITUTION AND REGULATIONS**

Purpose

The purpose of the National Committee on Constitution and Regulations of the Sons of Union Veterans of the Civil War is to advise the Commander-in-Chief and the National Encampment on matters relating to the Order's Constitution or Regulations.

Activities

The activities of the National Committee on Constitution and Regulations should include the responsibilities listed below.

- (1) Review annually the Constitution of the Order and bring to the attention of the Commander-in-Chief and the National Encampment areas needing attention due to wording inconsistencies within the document or conflicts with wording within the Order's Regulations or current practices of the Order.
- (2) Review annually the Regulations of the Order and prepare and submit to the Commander-in-Chief and National Encampment proposed amendments to mediate or correct noted deficiencies and/or conflicts.
- (3) Review and report to the National Encampment on all proposed amendments to the Order's Constitution or Regulations brought before the National Encampment.
- (4) Prepare and submit to the Editor of *The BANNER* for publication immediately following the National Encampment a summary of all changes to the Order's Regulations which were passed at the National Encampment.
- (5) Prepare and submit to the Editor of *The BANNER* for publication immediately following the National Encampment the exact wording of all changes to the Order's Constitution which were passed by the National Encampment and now need ratification by the Departments.
- (6) Prepare and submit to the National Secretary a listing of all changes to the Order's Constitution and Regulations that were passed at the National Encampment.
- (7) Perform other related responsibilities as assigned by the National Encampment or the Commander-in-Chief.
- (8) Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the committee.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL ENCAMPMENT SITE COMMITTEE**Purpose**

The purpose of the National Encampment Site Committee of the Sons of Union Veterans of the Civil War is to select the site for a National Encampment and to arrange for sufficient room accommodations, costs, concessions, complimentary rooms and necessities for a comfortable and productive Encampment.

Activities

The activities of the National Encampment Site Committee should include the responsibilities listed below.

- (1) Compile and periodically update a list of physical and equipment requirements needed by a hotel to host a National Encampment.
- (2) Compile and periodically update a list of normal customs observed and amenities provided pursuant to past practices of the Order and the other Allied Orders of the Grand Army of the Republic (G.A.R.).
- (3) Compile and periodically update a list of material, supplies and equipment (such as badges, Encampment Programs, Camp Fire Program, music, pianos, flowers, etc.) which are normally expected to be present or required at National Encampments.
- (4) Prepare and periodically update diagrams of Opening Ceremony, Meeting, Banquet, Courtesy Night, Campfire and Memorial Program room setups pursuant to the requirements of the Order and the other Allied Orders of the G.A.R.
- (5) Prepare and periodically update a list of responsibilities normally expected to be fulfilled by the Local Host Committee.
- (6) Solicit Departments 3 years or more in advance to consider hosting a National Encampment and provide a list of responsibilities normally accepted by a Host Committee.
- (7) Evaluate, in concert with representatives from the other Allied Orders, all official invitations issued by Departments as to the feasibility of that Department to host a National Encampment and make recommendation for selection 3 years in advance to the National Council of Administration and National Encampment.
- (8) Locate and evaluate alternate host cities and facilities in the event that no Department offers to host or a selected Department cannot hold the National Encampment and make recommendation for selection to the National Council of Administration.
- (9) Negotiate with the selected Encampment hotel such complimentary meeting rooms, suites for National officers and other concessions normally provided pursuant to past practices of the Order and the other Allied Orders of the G.A.R.
- (10) Sign all contracts, on behalf of the Order, with the Encampment hotel and other businesses necessary to fix the Encampment site and provide copies of all contracts to the National Secretary.
- (11) Provide regular status reports to the Commander-in-Chief and National Council of Administration.
- (12) Prepare and submit an annual written report to the Commander-in-Chief and National Encampment

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON FRATERNAL RELATIONS

Purpose

The purpose of the National Committee on Fraternal Relations of the Sons of Union Veterans of the Civil War is threefold: (a) to promote the highest level of cooperative relations within and between the Allied Orders of the Grand Army of the Republic (G.A.R.), (b) to work cooperatively with all other Civil War hereditary organizations (Military Order of the Loyal Legion of the United States, Dames of the Loyal Legion of the United States, Sons of Confederate Veterans, Order of the Stars and Bars and the United Daughters of the Confederacy, National Society Daughters of the Union 1861-1865, National Order of the Blue and Gray and GAR Memorial Association) to further good relations, create goodwill and further the objects of the Order, and (c) to encourage support of the Order's programs by the national veterans' organizations.

Activities

The activities of the National Committee on Fraternal Relations should include the responsibilities listed below.

- (1) Identify annually the names and addresses of the national heads of all Allied Orders of the G.A.R., Civil War hereditary and veterans' organizations and provide the names and addresses to the Commander-in-Chief and National Executive Director.
- (2) Provide historical and membership information on the Order to each of the identified organizations.
- (3) Arrange to have a complimentary copy of the Banner provided to each of the national heads of the Allied Orders of the G.A.R., Civil War hereditary and veterans' organizations.
- (4) Invite, on behalf of the Commander-in-Chief, representatives from the organizations to attend the Order's national ceremonies and programs and attend, at the request of the Commander-in-Chief, national ceremonies and programs of the other organizations on behalf of the Order.
- (5) Apprise the Commander-in-Chief of dates and locations of national ceremonies of the Allied Orders of the G.A.R., Civil War hereditary and national veterans' organizations.
- (6) Prepare and submit a written annual report to the Commander-in-Chief and the National Encampment on the activities of the Committee.

- Last Updated 2003

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON GRAVES REGISTRATION

Purpose

The purpose of the National Committee on Graves Registration of the Sons of Union Veterans of the Civil War shall be to identify and record the graves of Union Civil War soldiers, sailors and marines and to assist Departments and Camps in the securing of veteran headstones from the federal government.

Activities

The National Committee on Graves Registration should include the responsibilities listed below.

Collect, organize, catalog and maintain a national listing of the graves of Union Civil Veterans, and make this information available to Brothers upon request.

Assist Departments, Camps and Brothers with procedures and supplying necessary forms to secure veteran headstones for Civil War veterans.

Provide guidance to Departments, Camps and Brothers regarding proper registering and marking of graves of Civil War veterans.

Encourage Departments and Camps to establish and appoint Graves Registrations Officers to oversee department-wide and local grave marking and maintenance programs and activities.

Perform all other related responsibilities assigned by the National Encampment or the Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the committee.

- **Last Updated 2003**

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON HISTORY

Purpose

The purpose of the National Committee on History, Sons of Union Veterans of the Civil War (SUVCW) is to identify and preserve historical and biographical material pertaining to the Grand Army of the Republic (GAR), SUVCW, and their respective memberships.

Activities

The activities of the National Committee on History should include the responsibilities listed below.

Collect, organize, catalog and ensure the preservation of historical records and holdings of the National Organization which pertain to the Civil War, GAR and the SUVCW.

Identify and inventory the historical records and holdings in the possession of National Organization officers.

Obtain annually a listing or index of the GAR and the SUVCW historical property, records and holdings in the possession of the federal government.

Ascertain annually the condition of the GAR and SUVCW historical property, records and holdings in the possession of the federal government.

Provide research assistance and/or access to the Order's historical holdings to Brothers of the Order and, upon approval by the Commander-in-Chief, to individuals and organizations outside of the Order.

Encourage Department, Camp-at-Large and Camp Historians to identify, inventory or catalog (where possible), to help locate and ensure the preservation of all state and local collections of Civil War memorabilia, and GAR and SUVCW historical records and holdings.

Perform other related responsibilities as assigned by the National Encampment or the Commander-in-Chief.

Provide regular status reports to the Commander-in-Chief and National Council of Administration.

Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the committee.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON LEGISLATION

Purpose

The purpose of the National Committee on Legislation of the Sons of Union Veterans of the Civil War is to keep the Order apprised of proposed federal and state legislation affecting the welfare of the Order or the Constitution or welfare of the United States.

Activities

The activities of the National Committee on Legislation should include the responsibilities listed below.

Identify and evaluate proposed federal and state legislation which may negatively or positively impact the welfare of the Order, the Constitution or the welfare of the United States.

Submit periodic reports to the Commander-in-Chief on the nature and status of such legislation.

Prepare and submit periodic progress reports to the Commander-in-Chief on the activities of the committee.

Perform other related responsibilities as assigned by the National Encampment or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the committee.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON LINCOLN TOMB OBSERVANCE

Purpose

The purpose of the National Committee on Lincoln Tomb Observance of the Sons of Union Veterans of the Civil War is to annually make all arrangements for and to coordinate the ceremony honoring the memory of Abraham Lincoln on the date of his death (15 April 1865) at Oak Ridge Cemetery, Springfield, Illinois. The ceremony should be held on 15 April. If 15 April should fall on a Sunday, the observance should be held on Saturday, 14 April.

Activities

The activities of the National Committee on Lincoln Tomb Observance should include the responsibilities listed below.

Designate a hotel to serve as National Headquarters, reserve a block of sleeping rooms, and make arrangements for a luncheon to be held on the day of the ceremony and for an informal dinner the preceding evening.

Coordinate ceremony arrangements with the Site Superintendent of the Lincoln Tomb.

Obtain a speaker for the ceremony luncheon.

Prepare and submit to the Editor of *The BANNER* an announcement of the ceremony for publication in the Winter issue.

Update the invitational mailing list using organizational rosters of the Allied Orders of the Grand Army of the Republic (G.A.R.), Military Order of the Loyal Legion of the United States and Dames of the Loyal Legion of the United States (MOLLUS), Notice of Acceptance forms from the previous year, information made available from the Illinois Department of Veterans Affairs and other miscellaneous sources.

Prepare and mail invitations in mid-February, including personalized invitations to the National Heads of the Allied Orders of the G.A.R., Military Order of the Loyal Legion of the United States and Dames of the Loyal Legion of the United States.

Obtain the services of a band (currently the Lamphier High School Band); order folding chairs; reserve a chartered bus for transportation of the wreath bearers to and from the Tomb from the Headquarters Hotel and order the wreath to be placed at the Tomb by the Commander-in-Chief.

Obtain a chaplain to officiate at the ceremony and luncheon.

Obtain the services of a photographer for the ceremony.

Prepare and submit a press release for distribution to the media in the Springfield area.

Prepare and submit to a printer the official program from the returned Notices of Acceptance forms and other sources.

NATIONAL COMMITTEE ON LINCOLN TOMB OBSERVANCE, continued –

Arrange for and coordinate the participation of a Civil War reenactment group (currently the 114th Illinois Volunteer Infantry) to serve as honor guard, a bugler and drummer.

Ensure that a public address system is available for the ceremony (currently provided by the Lincoln Tomb Site Superintendent).

Host a program of welcome at the informal dinner on the evening preceding the ceremony.

Provide for a master of ceremonies (currently the committee chairman or co-chairman) for the ceremony and at the luncheon.

Prepare and submit news articles and photographs of the ceremony to Editors of *The BANNER*, and the *Historical Journal*.

Pay necessary bills for commercial services provided for the ceremony and submit voucher with receipts to the National Treasurer for reimbursement.

Perform other related responsibilities as assigned by the National Encampment or the Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the committee.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON MEMBERSHIP

Purpose

The purpose of the National Committee on Membership of the Sons of Union Veterans of the Civil War (SUVCW) is to devise and implement ways to increase the membership of the SUVCW.

Activities

The activities of the National Committee on Membership should include the responsibilities listed below.

Prepare for submittal to Commander-in-Chief and the National Encampment in 1984 a National Membership Recruitment Manual.

Review quinquennially and revise as necessary the National Membership Recruitment Manual.

Prepare and submit periodic progress reports to the Commander-in-Chief on the activities of the committee.

Identify national events and activities where recruitment tables can be set up and attempt to have these manned by Brothers of the Order.

Perform other related responsibilities as assigned by the National Encampment or Commander-in-Chief.

Prepare and submit an annual report to the Commander-in-Chief and the National Encampment on the activities of the committee.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON MILITARY AFFAIRS

Purpose

The purpose of the National Committee on Military Affairs of the Sons of Union Veterans of the Civil War is to oversee the affairs of the Sons of Veterans Reserve for the National Organization.

Activities

The activities of the National Committee on Military Affairs should include the below listed responsibilities.

Meet at least 2 times per year; once during Remembrance Day and once during the National Encampment.

Review annually the Standard Operating Procedures of the Sons of Veterans Reserve and recommend needed changes at the National Encampment for approval.

Recommend every fifth year to the committee chairman, a Brother to be appointed as the commanding Brigadier General of the Sons of Veterans Reserve.

Approve all appointments of senior officer commissions (Major, Lieutenant Colonel and Colonel).

Prepare and submit an annual written report to the Commander-in-Chief and National Encampment on the activities of the committee.

- **Last Updated 1994**

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON PROGRAM AND POLICY

Purpose

The purpose of the National Committee on Program and Policy of the Sons of Union Veterans of the Civil War is to promote the Order.

Activities

The activities of the National Committee on Program and Policy should include the responsibilities listed below.

Review annually and update as necessary the Order's Job Descriptions for Camp, Department and National Officers and National Standing Committees.

Review annually and update as necessary the Order's forms and publications.

Review annually and update as necessary the Order's *Ritual and Ceremonials*.

Prepare quinquennially, with initial submittal due August 1995, a 5-year plan on ways and means to internally and externally promote the Order.

Review annually and update as necessary the Order's 5-year plan.

Prepare and submit periodic progress reports to the Commander-in-Chief on the activities of the committee.

Perform other related responsibilities as assigned by the National Encampment or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Encampment on the activities of the committee.

- Last Updated 1994

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON REMEMBRANCE DAY

Purpose

The purpose of the National Committee on Remembrance Day of the Sons of Union Veterans of the Civil War is to provide for and ensure all arrangements for the Order's November Remembrance Day Program at Gettysburg, Pennsylvania (held on the Saturday nearest 19 November).

Activities

The activities of the National Committee on Remembrance Day should include the responsibilities listed below.

Work cooperatively and in conjunction with the Order's Sons of Veterans Reserve on all aspects of the program.

Contract with a hotel (currently, the Eisenhower Inn) one year or more in advance of the program for a block of 50 rooms, a Ball room, a room on the first floor for the Saturday morning breakfast meeting of the Sons of Veterans Reserve and later meeting of the Civil War reenactor officers, and a room for the Sunday morning meeting of the National Council of Administration.

Prepare and send news releases (in late November - early December of each year) to Civil War publications (*Reenactor's Journal*, *Camp Chase Gazette*, *Civil War Times*, *The Civil War News and The Courier*) for listing in their Calendar of Events.

Prepare and send invitations (in January of each year) to all Civil War reenactment units on the list of the Sons of Veterans Reserve Public Information Officer.

Arrange for the presence of a Civil War musical unit to lead the parade and to play at the Wreath Laying Ceremony.

Apply for a parade permit from the Borough of Gettysburg and furnish them with a copy of an insurance contract.

Obtain a special use permit from the Gettysburg National Military Park to hold the program on their land. Also request from the National Park Service 12 chairs, a lectern, electricity for the sound system and to have the area immediately around the Woolson Monument roped off (currently arranged by Brother William Little, Camp 112).

Obtain a public address system.

Arrange for a Master of Ceremony (the most junior Past Commander-in-Chief) chaplain, person to give tribute and a bugler (RSVP and deadline must be given).

Prepare and send invitation to all national and Pennsylvania Department heads of the Allied Orders of the G.A.R. to participate in the Wreath Laying Ceremony. Inform the Heads from each organization of the cost of the wreath and request that a check be sent in advance. Also inform the Heads that they will need to make their own reservations at the hotel.

Obtain 10 wreaths (5 primarily red and 5 primarily gold) from a local florist (currently the Wayside Florist) in Gettysburg and have them delivered near the Woolson Monument.

Prepare and have printed 1000 copies of the Program for the Wreath Laying Ceremony and the Program of Tributes.

Have a SVR officer appointed as the overall Parade Marshall to lay out the order of units in the parade, layout and reserve a place for a reviewing stand and direct the leaders to it while keeping the remainder of the parade moving. The Parade Marshall should also direct the parade to the proper place to halt.

Have additional SVR personnel appointed to serve as assistant Parade Marshals to help line up the parade. The Parade Marshals should all have arm bands to identify them and indicate their authority.

Appoint a subcommittee to plan and run the Blue and Gray Ball, including arranging for the band and dance master, ticket printing and Ball Room decorating. Prepare and submit report on the Ball to the Council of Administration.

Keep the Commander-in-Chief and the National Council of Administration apprised regarding arrangements.

Last Updated 2003

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON REAL SONS AND DAUGHTERS

Purpose

The purpose of the National Committee on Real Sons and Daughters is to identify and honor real sons or daughters of U.S. Civil War veterans. A Real Son/Real Daughter is the legitimate or acknowledged offspring of a veteran of U.S. Armed Forces service in the Civil War, 1861-1865.

Activities

The activities of the National Committee on Real Sons and Daughters should include the responsibilities listed below:

Identify Real Sons and Daughters by actively maintaining a watch on news publications.

Prepare an annual list of Real Sons and Daughters for the Commander-in-Chief.

Establish and maintain liaison with the Department of Veterans Affairs for the purpose of identifying Real Sons and Daughters.

Produce and offer free of charge to Real Sons and Daughters the Order's certificate identifying each as a Real Son or Daughter.

Offer membership in the SUVCW to Real Sons at no cost. Assist Real Sons in the preparation of necessary documentation.

For Real Sons who are veterans of war service, request that the National Quartermaster issue the Order's War Service Medal and Certificate without charge.

Maintain contact with Real Sons and Daughters at least annually and inform them of the dates and location of Department Encampments near their homes and encourage them to attend the National Encampment.

Maintain liaison with allied orders exchanging information about Real Daughters to assist them in recruitment of Real Daughters.

Maintain liaison with the Sons of Confederate Veterans and the United Daughters of the Confederacy to exchange information on Real Sons and Daughters of all Civil War veterans.

Inform the National Chaplain of the death of each Real Son or Daughter.

Submit budget requests as necessary to the National Treasurer to cover costs of printing, postage and other expenses of the committee. Perform the functions of the committee within approved budget.

- Last Updated 1998