

HEADQUARTERS OF THE DEPARTMENT COMMANDER
Department Order #8, 2018 - 2019
DEPARTMENT OF NEW YORK
SONS OF UNION VETERANS OF THE CIVIL WAR

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I want to wish all Brothers and Sisters a great and Happy New Year. I hope to have the information of the encampment at Lake George (May 17-18, 2019) on the website very soon. It is on the Lake. If you can't stay overnight, just come for the meeting on Saturday. I will be inviting the Brothers and Sisters from Vermont.

1. Communication is key. We must be able to effectively communicate within the Department and that means keeping the Webpages, Camp and Department directories up to date. Send any changes to the Department Secretary and the Web masters.

2. Commander expectations:

- All emails to me, I will try respond in 48 hours.
- I screen my phone calls, so please leave a message.
- Ensure that all of you have the tools and information to do your jobs.
- Ask your chain of command or me if you have a question. I will try to find the answer for you.
- Ensure that all officers can navigate the National and Department websites.
- Ensure all camps maintain their **IRS 990 N** filings.
- Ensure all camps comply with **General Order #18** from **PNC Day** regarding the bylaw changes (501c3) and **Department Order #1** from **PNC Freshley** regarding Youthful Members. **If your camp hasn't accomplished this task , tell me when it will be done. The National Commander wants this information**
- **February 15th is the due date for the installing officer report and I want the officer reports to be placed under Brothers Only, on the web page.**
- **April 30th is the due date for the Camp Annual Report and the Camp Roster**

3. Department officer expectations:

- Know your job duties. The duties are listed in the (Blue Book) SUVCW Constitution and Regulations on the National Site along with information to answer most questions.
- Know the due dates for the Department reports.
- Consider taking the online Memorial University course. It is an excellent way to prepare you for advanced leadership roles. (It might be under construction now)

4. Camp Officers:

- I know some camps are very small and I appreciate you doing the best that you can.
- Know your duties and don't be afraid to rearrange them as needed to best suit your Camp Officers' talents and abilities.
- Use the latest version of the SUVCW Rituals and Ceremonies as a reference.
- Know the due dates for Camp reports.
- Get to know the neighboring camps. Look for events you can do together. Events get more attention if the number of Brothers is greater. With Eagle Scout and JROTC , ask if they are covering a neighboring area.
- Get new Brothers involved. The fastest way to learn is to be given a task.

5. Member Expectations:

- Understand we are all a team. We function best when we work together.
- Fraternity**
- Represent the SUVCW in a manner befitting our shared heritage and shared desire to honor the "Boys In Blue"
 - Help your fellow Brothers in times of need. Each camp should have a Welfare Committee that looks out for sick Brothers or Brothers in distress. **Charity**
 - Treat all Brothers with Respect. Associate and Lineal Brothers are equally valued by the Department. **Loyalty**
 - Every one of us is a recruiter. Keep some informational brochures and Camp applications with you at any event.
 - Engage people at informational and recruiting events. They are there for a reason.
 - Have fun doing SUVCW activities. There is work to be done, but enjoy the effort and journey.

Ordered this 8th day of January 2019

Leo McGuire

Department Commander