

DUTIES OF OFFICERS

President – Preside at all meetings

Senior Vice President – gives assistance to the Presidents and conducts the meeting in her absence. Some Units and Department assign her as Ways and Means chairperson.

Junior Vice President – acts as Membership Chairperson and does all possible to stimulate membership growth.

Judge Advocate – acts as legal counsel of the Unit, shall interpret the Bylaws and Administrative procedures, and shall advise, construe, counsel and render opinions on questions of law and procedure to the President of Unit, when requested to do so. Should any doubt arise on a question of law or procedure, the Unit Judge Advocate should request an opinion from the Department Judge Advocate. Further appeal and opinions may be requested from the National Judge Advocate through the Department Judge Advocate. The final decision of ruling, however, is always the responsibility of the President.

Unit Treasurer – makes out the transmittals alphabetically. All dues are to be in the mail within forty-eight (48) hours after receiving them. The Unit Treasurer sends all transmittals, along with a check to the cover Department and National dues, initiation fees, arrears dues (if any) to the Department Treasurer. The Unit Treasurer also issued membership cards and pins after she had received them from National Headquarters.

Unit Secretary – records minutes of the meeting each month. Minutes, reports and meeting reminders are to be read at the next meeting and approved. A brief summary of what the Unit is doing goes to the local newspaper.

Chaplain – opens and closes the Bible at each meeting with prayer according to the Ritual Book. Sends cards to all ill members, to the family of a deceased member, tends to members when a death had occurred in the immediate family. Also sends these names to the Department Chaplain. The Chaplain is responsible for seeing that death notices are sent to the appropriate people.

Captain of the Guard – sees that the altar and meeting room are ready at the scheduled meeting. Upon permission by the President, admits any visitors into the room and announces them. The Captain of The Guard hands out and/or picks up anything being passes between the President and the general membership.

