

Role of the Unit/Department Memory Book Committee Chairman

Her role centers on preserving the memories of the Unit/Department during the previous year: May 1st – April 30th (there is no specified timeline for your Memory Book; however, this timeline is what is required of all other reports). This is done through the compilation of the Memory Book as described in Enclosure 10.

1. Capturing Unit/Department Memories:

- Record significant events, activities, and milestones during the year through pictures, drawings, and/or articles. Ensure these items capture the nature of the event, who was involved, and how it affects your community.
- Compile a summary of the events that are depicted in the pictures, drawing, and/or articles.
- It is important that your entire Unit/Department understand that these memorial items are needed to compile your Memory Book.
- Tip: Collect the memorial items immediately after the event and write the narrative while it is still fresh in your mind.
- Tip: Have more than one person working on the Memory Book throughout the year to ensure that all events are captured and nothing is missed.

2. Compiling the Memory Book:

- Along with Enclosure #10, start to compile your scrapbook pages in chronological order. Ensure nothing on the pages detracts from the memory.
- Using Enclosure #10, score yourself to ensure that you have all components needed to be in compliance with the Memory Book Compilation Rules.

3. Preserving the Memories of your Unit/Department:

- Memorialize the moments and events in which your Unit/Department worked together. The memories captured need to include events the Unit/Department hosted or has participated in as a Unit/Department. Do not include weddings, birthdays, baby showers, etc.
- Ensure that all members are aware of the importance of gathering the needed information in a timely manner so your Memory Book can be completed according to guidelines.
- Provide memorabilia (as in pictures, drawings, and/or articles) to the Unit, Department, or National levels as requested, such as during anniversaries or conventions, to showcase the Unit/Department's contributions to veterans and the community.
- The Memory Book can also contribute to Department or National historical records if submitted through special projects.

4. Support to Unit/Department Leadership:

- Serve as an advisor of the Unit/Department's Board of Trustees, offering historical context to help make informed decisions to celebrate the Unit/Department heritage or anniversary.
- Assist the Unit/Department President by maintaining a historical perspective on records and activities, enhancing continuity.

(Memory Book Committee Cont.)

Conclusion

The Unit/Department Memory Book Committee Chairman is the Unit/Department's keeper of documented memorial information. You are responsible for documenting and compiling pictures, drawings, and/or articles depicting events in which the Unit/Department participates, preserving these Memory Books, helping to maintain traditions, and providing historical context to leadership and members. The exact scope of her duties would be detailed in the Unit/Department's own Bylaws.

The Memory Book Chairman would be responsible for ensuring the Memory Book was submitted at National by the end of the Tuesday during the National Convention. That is, if the Unit/Department wishes to submit their book for judging.

In practice, the Unit/Department Memory Book Committee Chairman ensures the Unit/Department's contributions to the MCLA's mission (National Bylaws, Preamble, Page 3) are recorded and remembered, supporting organizational pride and continuity. For a complete definition, a member should consult their Unit/Department's bylaws.