

Job Descriptions for National Officers



Auxiliary to Sons of
Union Veterans of the
Civil War

Revised Sept. 2016

JOB DESCRIPTION FOR NATIONAL PRESIDENT

Purpose: The National President shall preside at all meetings of the National Encampment, appoint as many special aides as she may deem necessary and all committees not otherwise provided for. She shall sign all Charters, the names of Charter members to be written in by Department Presidents. She may suspend appointive officers for cause; shall decide all questions subject to appeal to the National Encampment. She shall approve all requisitions drawn on the Treasurer and perform all other duties pertaining to her office.

Activities: The activities of the National President shall include, but not be limited to, the responsibilities listed below:

- 1) Appoint annually the following National Officers: Counselor, Chief-of-Staff, and Personal Aide(s).
- 2) Appoint annually members and a chair to each of the following Standing National Committees: Constitution, Rules and Regulations Committee; Rituals Committee; Forms and Documents Committee; Policy and Procedure Committee; Charitable Activities Committee; Membership Committee; New Auxiliaries Committee; Communications and Technology Committee; Remembrance Day Committee; Encampment Site Committee; Publicity Committee; and IRS Issues Committee. Standing Committees are perpetual in nature and exist until formally discontinued.
- 3) Appoint annually members and a chair to each Special National Committee, which may have been created by action of the National Encampment or the National President. Special National Committees generally expire at the end of the current term, unless given a specific expiration date or re-established by the incoming National President (examples: Encampment Host Committee, Girl Scout Committee, etc.).
- 4) Provide the names of all National Committee members to the National Secretary and Newsletter Editor by October 1st for inclusion on the roster of National Officers and for publication in the “*General Orders*” and the “*Newsletter*.”
- 5) Ensure that the national elected and appointed officers and committees perform their duties throughout the year.
- 6) The National President shall appoint annually a Sister who resides within the State of Ohio to serve as the Order’s agent within said state, as required by Title XVIII, Chapter 1702, Section 1702.06 of the Ohio Revised Code.
- 7) Maintain original jurisdiction over charges preferred against Departments, and against Auxiliaries and Sisters when Auxiliaries or Departments fail or neglect to act upon any breach of discipline within their jurisdiction.

- 8) Decide on all questions of law and order, subject to appeal to the National Encampment.
- 9) Serve as the National Order's liaison to the other four (4) Allied Orders of the Grand Army of the Republic.
- 10) Select annually the recipient of the National Auxiliary's Scholarship Award.
- 11) Prepare General Orders and Special Orders to be posted to the National Website to inform the membership of information.
- 12) Submit articles for the national newsletter in time for publication.
 - a. First national newsletter (due October 1st) should include:
 - i. Names of National Officers.
 - ii. Names of Standing Committee Members.
 - iii. Names of Special Committee Members.
 - iv. Information about the National President's testimonial and her travels (such as Remembrance Day).
 - v. Information about any Council Meetings that may be held mid-year.
 - b. Second national newsletter (due February 15th) should include:
 - i. Information about the National President's travels (such as Department Encampments).
 - ii. Information about the National Encampment such as information about the hotel and pre-resignation etc.
 - c. Third national newsletter (due May 15th) should include:
 - i. Names of the Sisters appointed to offices and committees for the upcoming National Encampment.
 - d. Place a copy of each General Order, Special Order and national newsletter in the President's trunk in the envelope provided.
- 13) Review the first draft of the proceedings of the preceding National Encampment, as provided by the National Secretary, for any additions or corrections and return to the National Secretary for final proofing and printing. These steps must be done in a timely manner to give the National Secretary sufficient time to have them printed and distributed before the next National Encampment.
- 14) Keep the National Vice President informed on any issues that might impact her year in office.
- 15) Prepare and submit an annual written report to the National Encampment on the activities of the National President.
- 16) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, and/or National Encampment.

JOB DESCRIPTION FOR NATIONAL VICE PRESIDENT

Purpose: The National Vice President shall be responsible for promoting recruitment and retention of membership in the Order.

Activities: The activities of the National Vice President shall include, but not be limited to, the responsibilities listed below:

- 1) Oversee and adjust the National Auxiliary's membership recruitment efforts as needed.
- 2) Serve as the chair of the National Membership Committee.
- 3) The Vice President shall also oversee the Junior Membership Program.
- 4) Communicate regularly with the Department Vice Presidents and render assistance, as needed, in organizing new Auxiliaries and member recruitment.
- 5) Coordinate with the National Press Correspondent and/or the National Publicity Committee to promote public awareness of the Order and foster recruitment
- 6) Coordinate with the National Membership-at-Large (NMAL) Coordinator to ensure that members belonging to the NMAL who live within the jurisdiction of a Department are assisted in joining that Department and/or a local Auxiliary.
- 7) Coordinate with the National Secretary to keep a listing of all current active Auxiliaries within the organization to assist in placement of new members.
- 8) Submit articles for the national newsletter in time for publication (1st due October 1st; 2nd due February 15th; 3rd due May 15th).
- 9) Perform the responsibilities and duties of the National President in her absence.
- 10) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Vice President, compiling reports received from all Departments.
- 11) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL COUNCIL

Purpose: The National Council 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 shall include, but not be limited to, the responsibilities listed below:

- 1) Oversee the general operation and direction of the National Auxiliary between National Encampments.
- 2) Meet immediately before and after the National Encampment, to perform the financial review of the books of National Secretary and National Treasurer, checking all vouchers and canceled checks.
- 3) Act on any unfinished Encampment business.
- 4) Fill the unexpired term of any vacancies that may occur in elected National Auxiliary offices.
- 5) Review the National Treasurer's proposed budget for the upcoming year and make recommendations regarding any changes to said budget to the National President and National Treasurer before it comes before the National Encampment for a vote.
- 6) Make monthly recommendations to the National President and National Treasurer regarding budget adjustments, based on the detailed monthly reports that are provided by the National Treasurer.
- 7) Duties of Council #1: Serve as the Chair of the National Council. As Chair, Council #1 shall call a meeting of the National Council for an annual financial review and provide a report of said to the National Encampment.
- 8) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Council.
- 9) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL SECRETARY

Purpose: The office of the National Secretary is to keep an accurate and impartial record of the proceedings of the National Encampment and to carry on all necessary correspondence and administrative matters for the National Auxiliary.

Activities: The activities of the National Secretary shall include, but not be limited to, the responsibilities listed below:

- 1) Maintain charge and custody of all records and other property of the National Auxiliary not otherwise provided for by the Order's Constitution Rules and Regulations, National Encampment, and/or job descriptions.
- 2) Record the minutes of the National Encampment.
- 3) Cause the publication and distribution of annual National Encampment Proceedings and maintain a complete set of all past National Encampment Proceedings of the National Auxiliary.
- 4) Serve as Secretary of the National Council and record the minutes of meetings of said body.
- 5) Serve as chair of the National Forms and Documents Committee. When said committee makes changes to any forms and documents the National Secretary shall also ensure that they are forwarded to the National Webmaster (for posting on the National Website) and to all Department Secretaries (for distribution to the local Auxiliaries).
- 6) Attest to the National President's signature on all official documents, including approved Charters.
- 7) Review for completeness all applications for new Charters and arrange for the preparation of approved Charters.
- 8) Draw requisitions on the National Treasurer for all bills, the same to be approved by the National President.
- 9) Maintain an up-to-date membership roster, including names and addresses of every Auxiliary member, and a listing of all Auxiliaries within the organization. Upon request, provide the same to the National President, National Vice President, National Chaplain, National Patriotic Instructor and National Chief of Staff.
- 10) The National Secretary shall cause any General Orders and Special Orders to be posted on to the National Website, as directed by the National President.

- 11) The National Secretary shall cause the national newsletter to be published no less than three times a year. Said publication shall be distributed to all Sisters in good standing with National Organization and to the national heads of each of the other Allied Orders (SUVCW, WRC, LGAR and DUVCW). Publication dates shall adhere to the following schedule: 1st due November 1, 2nd due March 15, 3rd due June 15.
- 12) Communicate regularly with the National President, ensuring that she receives copies of any important correspondence and that she is apprised of any issues relevant to her office.
- 13) Prepare and submit an annual written report to the National Encampment and National President providing the numerical strength of the Order and summarizing the activities of the National Secretary.
- 14) Perform all other duties delegated to the office by the Order's Constitution Rules and Regulations, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL TREASURER

Purpose: The office of National Treasurer shall serve as custodian of the National Organization's monies and investments, keep accurate financial records and prepare periodic financial reports.

Activities: The activities of the National Treasurer shall include, but not be limited to, the responsibilities listed below:

- 1) Maintain a checking account and all investment accounts, in the name of Auxiliary to Sons of Union Veterans of the Civil War, for National organization funds. A current record all such accounts, including account names, account numbers, locations, and signatories, shall be provided to the National President, National Secretary, and National Council.
- 2) Receive, hold and account for all monies of the National Auxiliary and pay all valid debts of the National Auxiliary approved by the National President, National Council and/or the Order's National Constitution Rules and Regulations.
- 3) Make a detailed monthly report of the financial standing of the organization to the National President, National Secretary, and National Council.
- 4) The National Treasurer shall be bonded in a sum to be determined by the National Council, adequate to cover the full assets of the Order. The National Treasurer shall also be responsible for arranging for the bonding of any other National Auxiliary Officers required by the Order's Constitution Rules and Regulations.
- 5) Periodically investigate and advise the National President, National Secretary, and National Council about the Order's current financial investments and provide suggestions for improved returns.
- 6) Keep apprised of, and adhere to, current Internal Revenue Service rules and requirements for non-profit organizations and advise the National President, National Secretary, and National Council on any changes that may affect the Order.
- 7) Coordinate with the National Secretary to establish and maintain a list of Life Members, and coordinate the payment of interest to those Life Members entitled to receive it.
- 8) Maintain a Permanent Fund Account for such purposes as voted by the National Encampment.

- 9) Serve as custodian of all National Auxiliary property not otherwise provided for by the Order's Constitution Rules and Regulations, National Encampment, and/or job descriptions.
- 10) When a contribution for the Honor Roll is received, two (2) copies of the Honor Roll Certificate shall be produced. The National Organization shall retain one copy and the other copy shall be sent to the donor(s) or their designee.
- 11) Coordinate with the National Council for an annual review of the National Organization's finances, a report of said review to be provided by the National Council to the National Encampment.
- 12) The National Treasurer shall provide a proposed budget to the National President, National Vice President, National Secretary and the National Council no less than thirty (30) days prior to the National Encampment. The National Treasurer shall modify the proposed budget based on recommendations of said National Officers, and shall present the updated proposed budget to be included in the packet handed out at National Encampment for the sisters to look over and then be able to vote on the Budget.
- 13) Prepare and distribute accordingly all financial and other reports pertaining to her office that may be required by the Order's Constitution Rules and Regulations, National Encampment or applicable federal or state laws.
- 14) Submit articles for the national newsletter in time for publication (1st due October 1; 2nd due February 15; 3rd due May 15).
- 15) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Treasurer.
- 16) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL PATRIOTIC INSTRUCTOR

Purpose: The office of National Patriotic Instructor is to provide leadership in promoting patriotism among the members of our Order and to inform, educate and promote patriotism among the public in general.

Activities: The activities of the National Patriotic Instructor shall include, but not be limited to, the responsibilities listed below:

- 1) Raise money for the National Patriotic Instructor's Fund. The National Secretary shall provide a membership roster to assist with fundraising. The National Treasurer following the National Encampment will provide the amount required. These funds shall be applied toward memorial wreaths used by the National Organization, including, but not limited to, the following events: Lincoln Birthday Ceremony in Washington, D.C.; Lincoln Tomb Ceremony in Springfield, Illinois; Grant's Tomb Ceremony in New York, New York; Memorial Day Ceremony at Cathedral of the Pines in Rindge, New Hampshire; Memorial Day Ceremony at Arlington National Cemetery in Arlington, Virginia; and Remembrance Day Ceremony in Gettysburg, Pennsylvania. Funds raised by the National Patriotic Instructor shall also be applied to the annual Scholarship Fund, the GAR Fund, an annual donation to a local charity within the National Encampment host Department, and an annual donation or "love token" to the Sons of Union Veterans of the Civil War.
- 2) Prepare and submit a message on patriotism, observance of patriotic holidays and fund raising for inclusion in the national newsletter in time for publication (1st due October 1; 2nd due February 15; 3rd due May 15).
- 3) Keep an accurate record of all funds received and turn over any such funds to the National Treasurer on no less than a monthly basis.
- 4) Prepare and submit a consolidated report of all Departments' patriotic work to be read at National Encampment.
- 5) Decide on a charity, group or similar organization located within the host Department of the National Encampment to receive a monetary donation in memory of the "GAR". Arrange in advance for a representative to be present to receive the donation. Be prepared to escort and introduce the representative and present donation. The National Patriotic Instructor is allowed to distribute two (2) checks at the National Encampment, as follows:
 - a. One hundred dollars (\$100.00) may be given to a monument or GAR project within the National Patriotic Instructor's home Department.
 - b. Three hundred fifty dollars (\$350.00) may be given to a patriotic group or project within the National Encampment's host Department.

- 6) Become familiar with and be prepared to exemplify the ritualistic opening floor work at the National Encampment.
- 7) Establish and staff a fundraising table at the National Encampment and, if possible, at other key national events such as Lincoln Tomb Ceremony and Luncheon in Springfield, Illinois and Remembrance Day weekend in Gettysburg, Pennsylvania.
- 8) Participate in as many memorials and other ceremonies as possible.
- 9) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Patriotic Instructor.
- 10) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL CHAPLAIN

Purpose: The office of National Chaplain is to provide leadership and direction in the devotional, commemorative and memorial activities of the National Order.

Activities: The activities of the National Chaplain shall include, but not be limited to, the responsibilities listed below:

- 1) Plan and conduct, in coordination with the National Chaplains of the SUVCW and LGAR, the memorial exercises held at the National Encampment. Arrange for the use of music, printed programs, candles, flowers, etc.
- 2) Conduct the devotional exercises at the National Encampment.
- 3) Prepare an annual necrology of deceased National Officers. Include the dates of their service to the National Organization.
- 4) Receive and compile necrology reports from the Departments. Include each Sister's name, home Auxiliary, and birth and death dates, if known.
- 5) Receive a roster from the National Secretary to assist with sending cards and other forms of communications to Sisters that are in need or distress.
- 6) Submit articles for the national newsletter in time for publication (1st due October 1; 2nd due February 15; 3rd due May 15).
- 7) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Chaplain.
- 8) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL PRESS CORRESPONDENT

Purpose: The National Press Correspondent is to ensure that pertinent information about and concerning the Order is published in “*The Banner*” and in the national newsletter.

Activities: The activities of the National Press Correspondent shall include, but not be limited to, the responsibilities listed below:

- 1) Compile items of interest for publication in “*The Banner*” and in the national newsletter (1st due October 1; 2nd due February 15; 3rd due May 15).
- 2) Encourage Department and Auxiliary Press Correspondents to submit articles of events and happenings in their respective areas for publication in the above-mentioned periodicals.
- 3) Chair the National Publicity Committee and work with the National Vice President to help promote the Order and encourage publicity and recruitment.
- 4) Compile newspaper items of interest and photos for the National Historian into a scrapbook; also provide copies of this information to the National Personal Aide to include in the Nationals Presidents scrapbook to be presented at the National Encampment.
- 5) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Press Correspondent.
- 6) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL MEMBERSHIP-AT-LARGE COORDINATOR

Purpose: The purpose of the National Membership-at-Large Coordinator is to carry on the necessary correspondence and administrative matters for members belonging to the National Membership-at-Large (NMAL), which includes those members not affiliated with an Auxiliary-at-Large, Department Membership-at-Large, or a local Auxiliary.

Activities: The activities of the National Membership-at-Large Coordinator shall include, but not be limited to, the responsibilities listed below:

- 1) Prepare and provide membership materials to prospective applicants upon request. Such material should include, a membership application and informational flyer explaining the purposes and eligibility requirements of the Auxiliary.
- 2) Issue membership cards and certificates to new NMAL members, dues notices and membership cards to renewing NMAL members, and transfer cards to requesting eligible members.
- 3) Maintain and update the roster of current NMAL members and provide the roster to National Secretary for distribution of the national newsletter and to the National Vice President to assist with the formation of new Auxiliaries.
- 4) Maintain current and archival membership records for NMAL members.
- 5) Communicate with NMAL members in an effort to foster good relations and help them feel like part of the Order.
- 6) Maintain a checking account in the name of the "National Organization, Auxiliary to Sons of Union Veteran of the Civil War MAL".
- 7) Prepare per capita reports on the NMAL and submit the same to the National Secretary.
- 8) Assist the National Patriotic Instructor and National Chief of Staff with meeting their fundraising goals by providing a donation from the National Membership at Large.
- 9) Prepare and submit a financial report to the National Treasurer and the National Council for review at the National Encampment.
- 10) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Membership-at-Large Coordinator.
- 11) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL HISTORIAN

Purpose: The office of National Historian is to collect and preserve historical and/or biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, and to members of the Auxiliary to Sons of Union Veterans of the Civil War.

Activities: The activities of the National Historian shall include, but not be limited to, the responsibilities listed below:

- 1) Collect, organize, catalogue and ensure the preservation of historical records and holdings of the National Auxiliary which pertain to the Civil War and/or Grand Army of the Republic.
- 2) Identify and inventory the historical records and holdings in the possession of National Auxiliary Officers.
- 3) Provide research assistance and/or access to the Order's historical holdings to members of the Order and, upon approval by the National President, to individuals and organizations outside the Order.
- 4) In an effort to help locate and ensure record preservation, encourage Departments and Auxiliaries to identify, inventory and/or catalogue state and local collections of records and memorabilia pertaining to the Civil War, the Grand Army of the Republic, and the Auxiliary to Sons of Union Veterans of the Civil War.
- 5) Encourage Departments and Auxiliaries to recognize and commemorate Civil War anniversary dates.
- 6) Submit articles for the national newsletter in time for publication (1st due October 1; 2nd due February 15; 3rd due May 15).
- 7) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Historian.
- 8) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL CHIEF-OF-STAFF

Purpose: The National Chief-of-Staff shall raise funds for the National Auxiliary and assist with certain activities outside the business sessions at the National Encampment.

Activities: The activities of the National Chief-of-Staff shall include, but not be limited to, the responsibilities listed below:

- 1) With the assistance of designated National Aides in each Department, the National Chief-of-Staff shall raise funds for the general operating expenses of the National Organization.
- 2) Keep an accurate record of all funds received and turn over any such funds to the National Treasurer on no less than a monthly basis.
- 3) Establish and staff a fundraising table at the National Encampment and, if possible, at other key national events such as Lincoln Tomb Ceremony and Luncheon in Springfield, Illinois and Remembrance Day weekend in Gettysburg, Pennsylvania.
- 4) Submit fundraising articles for the national newsletter in time for publication (1st due October 1; 2nd due February 15; 3rd due May 15).
- 5) Coordinate with the SUVCW National Chief-of-Staff and the National Encampment Host Committee to ensure proper arrangements for the Joint Opening Ceremony of the National Encampment.
- 6) Coordinate with the SUVCW National Chief-of-Staff to conduct the Joint Opening Ceremony at the National Encampment.
- 7) Prepare and submit an annual written report to the National Encampment and National President on the funds received and activities of the National Chief-of-Staff.
- 9) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR THE NATIONAL PERSONAL AIDE

Purpose: The office of National Personal Aide shall assist the National President in fulfilling her ceremonial and public relations responsibilities.

Activities: The activities of the National Personal Aide shall include, but not be limited to, the responsibilities listed below:

- 1) Provide assistance to the National President to make her year as easy and care free as possible.
- 2) Compile a photographic record of the National President's activities during her term and present the same to the National President at the National Encampment.
- 3) Act as the personal liaison from the National President to the other Allied Orders during business sessions of the National Encampment.
- 4) Enlist volunteers to assist with serving refreshments at the National President's Open House at the National Encampment.
- 5) Coordinate with the SUVCW National Chief-of-Staff to assist with the Courtesy Hour at the National Encampment.
- 6) Compile a record of gifts and cards received by the National President during the Courtesy Night at the National Encampment.
- 7) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Personal Aide.
- 8) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL COUNSELOR

Purpose: The office of National Counselor is to serve as an advisor to the National President regarding the Order's Constitution, Rules and Regulations and on parliamentary matters.

Activities: The activities of the National Counselor shall include, but not be limited to, the responsibilities listed below:

- 1) Render advice to the National President upon request.
- 2) Be familiar with the Constitution, Rules and Regulations governing the Order.
- 3) Have full knowledge of the laws, customs and decisions of the Sons of Union Veterans of the Civil War, since the rules of that Order decide all questions of order not contained in the Constitution, Rules and Regulations.
- 4) Prepare and submit an annual written report to the National Encampment and National President on the activities of the National Counselor.
- 5) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL SUPPLY OFFICER

Purpose: The office of National Supply Officer 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 as promptly as possible.

Activities: The activities of the National Supply Officer shall include, but not be limited to, the responsibilities listed below:

- 1) Receive orders for supplies on the appropriate form(s), fill and mail orders, and submit payments received to the National Treasurer.
- 2) Order supplies as necessary from responsible vendors and submit invoices to the National Treasurer for payment. The Supply Officer is authorized to make expenditures up to \$500.00. Expenditures over this amount require prior approval of the National President and National Council.
- 3) Maintain an adequate supply of padded envelopes, mailing tubes and other mailing supplies.
- 4) Maintain a record of all monies expended on supplies and postage.
- 5) Maintain an up-to-date inventory of supplies and submit a quarterly report of the sales and expenditures to the National President, National Secretary and National Council.
- 6) Review and revise the order form(s) annually, making necessary changes in supply items for sale and changes in prices, submitting the updated form(s) to the National Webmaster for immediate posting and also to National Newsletter Editor of the national newsletter so that it is sent out along with the first issue of the year.
- 7) Take a supply of badges and other items to the National Encampment, and to as many Department Encampments as possible, for sale to the membership.
- 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 National President and the National Encampment on the activities of the National Supply Officer. Also maintain an up-to-date inventory of supplies and submit a report regarding the same in sufficient time so as to be included in the annual Treasurer's report to the National President, National Vice President, National Secretary and the National Council no less than thirty (30) days prior to the National Encampment.
- 10) Perform all other duties delegated to the office by the Order's Constitution, Rules and Regulations, Ritual, National Encampment and/or National President.

JOB DESCRIPTION FOR NATIONAL WEBSITE COORDINATOR

Purpose: The purpose of the National Website Coordinator of the Auxiliary to Sons of Union Veterans of the Civil War is to promote the National Organization by establishing and maintaining a presence on the World Wide Web (WWW), particularly through a website and social media.

Activities: The activities of the National Website Coordinator should include the responsibilities listed below.

- 1) National Organization: The site of the ASUVCW on the WWW will be maintained primarily as a source of information about the programs and activities nationwide and as a means of communicating information about national activities. The National web site will also provide links to sites maintained by Departments and Auxiliaries that are in compliance with these policies.
- 2) Departments: A Department site on the WWW should be maintained primarily to inform members and others about: (a) important events occurring within the Department; (b) programs and projects undertaken by the Department and the Auxiliaries within the Department; (c) other special ASUVCW related information about activities within the Department; (d) links to Auxiliaries and Department officers who can respond to public requests for information or support. A Department must provide a link from its site on the WWW to the National web site. Each Department President is encouraged to appoint a Department Webmaster to coordinate the Department web site and work with the National Webmaster. Departments that do not maintain their sites by ensuring current listings of Department officers, Auxiliary listings, etc., may have their return link established by and existing on the National WWW site deactivated. Such deactivation will remain until the Department has updated its WWW site and informed the National Webmaster that the site has been updated.
- 3) Auxiliary: An Auxiliary site on the WWW should be maintained primarily to inform members and others about: (a) important events occurring within the Auxiliary; (b) programs and projects undertaken by the Auxiliary and its members; (c) other special ASUVCW related information about activities within the Auxiliary; (d) links to Auxiliary and Department officers who can respond to public requests for information or support; (e) the meeting time and place of the Auxiliary. An Auxiliary must provide a link from its site on the WWW to the Department web site and optionally to the National web site. Auxiliaries-at-Large must provide a link to the National Web Site. Auxiliaries that do not maintain their sites by ensuring current listings of Auxiliary officers, Auxiliary listings, etc., may have their return link established by and existing on the Department WWW site deactivated. Such deactivation will remain until the Auxiliary has updated its WWW site and informed the Department

Webmaster that the site has been updated.

- 4) Allied Orders and Other Recognized Entities: A site on the WWW established by any of the Allied Orders of the Grand Army of the Republic, or recognized entities should be maintained primarily to inform members and others about: (a) important events occurring within the entity; (b) programs and projects undertaken by the entity and its members; (c) other special related information about activities within the entity; (d) links to officers who can respond to public requests for information or support. All such entities physically located on the National Domain (<http://www.asuvcw.org>) must provide a link from its site on the WWW to the National web site. All such entities that only have a link established on the National domain are encouraged to establish a link back to the National web site.

- 5) General Policy: (a) wherever possible, information will be available on the WWW at the site of the lowest level organization. However, where a Auxiliary WWW site is not available, information on the Auxiliary should be available at the Department WWW site and where there is no Department WWW site the National WWW site will endeavor to provide Department and Auxiliary information consistent with the availability of financial, personnel and electronic storage resources. Conversely, national level information relative to the Grand Army of the Republic, Allied Orders, national histories and membership criteria, etc., will be maintained at the highest possible level. Departments, Auxiliary and other entities wishing to provide access to these resources from their WWW site should link to the appropriate National page. Department level information should be maintained on the Department WWW site with Auxiliary and other entities linking to the Department WWW site. (b) Broken links (subject matter on web pages and email addresses) need to be taken care of (or deactivated with explanation on the website) within 48 hours of their discovery (by author, by National, or by the public that are reported to the National Webmaster) - otherwise the National Webmaster will deactivate their link on the National web site until the broken link is fixed and it is reported as such to the National Webmaster. (c) Auxiliary/Department Officer/National Officer Contact information needs to be kept up to date. Failure to do so also could result in the link or web page being deactivated. (d) Inappropriate subject matter will also not be tolerated, otherwise the National Webmaster will deactivate the link on the National web site until the inappropriate material is removed and it is reported as such to the National Webmaster. Use of Name and Emblems: (a) The use of the name, "Auxiliary to Sons of Union Veterans of the Civil War" and the emblems of the ASUVCW are governed by the ASUVCW's Constitution, Rules and Regulations. (b) Commercialization Forbidden: Any use of a site on the WWW by a Department, Auxiliary, other entity or member of the ASUVCW for a commercial purpose is forbidden. This includes providing links to commercial websites requesting links from ASUVCW websites. (c) The ASUVCW'S name, emblems or other marks will not be used to point to any commercial WWW site or other location maintained for a commercial purpose. A Department, Auxiliary, other entity or individual member may provide recognition in the WWW or other electronic site for the donation of that electronic site or associated services to the ASUVCW by a commercial or individual benefactor.

- 6) Membership Lists: A WWW or other electronic site of a Department, Auxiliary, other entity or individual member should not contain the addresses (postal or electronic mail) or phone numbers of any individual member without the specific consent of the individual member. Listings of Department, Auxiliary-at-Large, and Auxiliary officers provided to the ASUVCW by Departments, Auxiliary-at-Large, and Auxiliary will be considered as providing said permission.
- 7) Circularization: A WWW or other electronic site of a Department, Auxiliary-at-Large, Auxiliaries, other entity or individual member should not be used to solicit financial aid or support from any other Department, Auxiliary-at-Large, Auxiliaries, other entity or individual member unless and until it first secures the specific authorization of the National Encampment. The National Encampment does not look with favor upon the use of electronic communications and sites on the Internet for such purposes. Membership in the ASUVCW may be solicited provided that the amount of annual dues or other charges are clearly set forth in the solicitation.
- 8) ELECTRONIC MAIL (EMAIL) *A. Status*: When using electronic mail for official business, the sender must be cognizant of the need to include all appropriate persons in the discussion. Where necessary, messages must be sent by post or facsimile transmission to persons who do not have electronic mail accounts.

B. Chain of Command: Electronic mail should not be an excuse to avoid the chain of command. For example, information for a national officer, which requires the approval of a Department officer, from a Auxiliary officer should not be sent to the National ASUVCW officer prior to receipt of that information by the Department officer. All electronic mail must include a complete list of persons copied (including postal or fax copies).

C. Cyber Pickets: The National ASUVCW will maintain a WWW site listing of members of the ASUVCW and other Allied Orders who so desire to have their name, affiliation, and email address listed. Such listings may be removed or modified at any time by the National Webmaster at the member's request or if the email address is no longer valid as verified by an electronic link validation program administered by the National Webmaster.

D. Netiquette: Do not use electronic communication methods to jump the chain of command; Begin e-mail messages with a salutation; End e-mail messages with your name - Many e-mail software packages do not include a method of adding a name to the "From:" line. Don't force the recipient to send you a "who are you?" message; If you send courtesy copies (CC:), include the CC: recipients after your name at the end of the message as many e-mail post offices strip the CC: addresses from the copy that you receive and the recipient does not know that you have sent copies to others; Be brief - Most e-mail messages can be handled in one screen of text; Keep your lines short - Many screens cannot handle lines in excess of 70 characters, so try to keep your lines under 65; Write short paragraphs - Two or three sentences are about right,

anything more and you fill up the screen with boring type. White spaces make the message more readable; Leave a space between paragraphs; Type messages in standard upper and lower case type. Use upper case for EMPHASIS or ****SET IT OFF**** to get attention only; Be polite and considerate - You are still dealing with people; Remember the technologically challenged - Some people refuse to or are incapable of participating in the communication revolution. If they are in a position that requires them to participate in the subject of a message you **MUST** include them. Contact them by phone, fax or even snail mail, but include them where necessary; and Read what you wrote? - Check your spelling and your content before you send it. Particularly ensure that each thought is complete. The mind still works faster than the fingers on a keyboard. Check before you send.

- 9) DATABASES A. Unless otherwise determined by the National Organization, all National databases created for use by the ASUVCW are and will remain the property of the ASUVCW and all Database managers will adhere to these policies. The National databases currently include, but are not limited to: 1. Membership Roster B. The only technical requirement for ASUVCW databases is that they be capable of importing and exporting data and structure using structured Query Language (SQL). C: The National Databases need to be backed up often to minimize loss of data, the data backup is the responsibility of the individual Database Administrators. D. The stored databases are subject to potential use as an Internet resource on the ASUVCW'S web site at the discretion of the National Webmaster, in a consultation with the National President and the National Council. E. National Database Managers will have authority over the dissemination of the data in their specific database unless such dissemination is under the purview of the National Council (e.g., membership database).
- 10) WEBSITE ASSISTANCE AND AUTHORIZATIONS Limited space is provided on the National Web Server for subordinate units to maintain a home page if it is not possible to maintain one in their own locality. Contact: the National Webmaster (<http://www.asuvcw.org>) for more information. A) Requesting web space to host Auxiliary or Department websites.
- 11) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 12) Prepare and submit a written annual report to the National President and the National Encampment on the activities of the Committee.

JOB DESCRIPTION FOR THE NATIONAL NEWSLETTER EDITOR

Purpose: The purpose of the office of National Newsletter Editor is to ensure that pertinent information about and concerning the Order is published in the national newsletter and disseminated to the membership on a frequency of not less than three (3) times per year.

Activities: The activities of the National Newsletter Editor shall include, but not be limited to, the responsibilities listed below:

- 1) The publication schedule for the first national newsletter should be:
 - a. October 1 – Articles from membership and National Officers due.
 - b. October 15 – Newsletter goes to the printers.
 - c. November 1 – Newsletter is distributed to the membership.

- 2) The first National Newsletter should include the following:
 - a. Names of National Officers.
 - b. Names of Standing Committee Members.
 - c. Names of Special Committee Members.
 - d. All recommendations passed at the National Encampment.
 - e. Information about the National President's testimonial and her travels (such as Remembrance Day).
 - f. Information about any Council Meetings that may be held mid-year.
 - g. General information about the upcoming National Encampment.
 - h. Articles or messages submitted by National Officers.
 - i. Information about members who are in distress or have passed away.
 - j. Any messages from the National President to the membership.
 - k. Articles submitted by the Departments and/or local Auxiliaries.

- 3) The publication schedule for the second National Newsletter should be:
 - a. February 15 – Articles from membership and National Officers due.
 - b. March 1 – Newsletter goes to the printers.
 - c. March 15 – Newsletter is distributed to the membership.

- 4) The second national newsletter should include the following:
 - a. Names of National Aides.
 - b. Dates and locations of Department Encampments.
 - c. Detailed information about the upcoming National Encampment.
 - d. Articles or messages submitted by National Officers.
 - e. Information about members who are in distress or have passed away.
 - f. Articles submitted by the Departments and/or local Auxiliaries.

- 5) The publication schedule for the third national newsletter should be:
 - a. May 15 – Articles from membership and National Officers due.
 - b. June 1 – Newsletter goes to the printers.
 - c. June 15 – Newsletter is distributed to the membership.

- 6) The third national newsletter should include the following:
 - a. Names of the Sisters appointed to offices and committees for the upcoming National Encampment.
 - b. Information about the National President's travels (such as Department Encampments).
 - c. Articles or messages submitted by National Officers.
 - d. Information about members who are in distress or have passed away.
 - e. Articles submitted by the Departments and/or local Auxiliaries.