

Job Descriptions for National Committees



Auxiliary to Sons of
Union Veterans of the
Civil War

Sept. 2016

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON CONSTITUTION, RULES AND REGULATIONS

Purpose: The purpose of the National Committee on Constitution and Regulations of the Auxiliary to Sons of Union Veterans of the Civil War is to advise the National President and the National Encampment on matters relating to the Order's Constitution or Regulations.

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

- 1) Review annually the Constitution of the National Auxiliary and bring to the attention of the National President and the National Encampment areas needing attention due to wording inconsistencies within the document or conflicts with wording within the National Auxiliary's Regulations or current practices of the National Auxiliary.
- 2) Review annually the Regulations of the National Auxiliary and prepare and submit to the National President 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 National Auxiliary's Constitution or Regulations brought before the National Encampment.
- 4) Prepare and submit to the Editor of General Orders/National Newsletter 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 General Orders/National Newsletter for publication immediately following the National Encampment the exact wording of all changes to the National Auxiliary'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 National Auxiliary Constitution and Regulations that were passed at the National Encampment.
- 7) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 8) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON POLICY AND PROCEDURES

Purpose: The purpose of the National Committee on Policy and Procedures of the Auxiliary to Sons of Union Veterans of the Civil War promote the Order by keeping a record of the Recommendations that have been passed at the National Encampment to be used in support of the National Constitution, Rules and Regulations.

Activities: The activities of the National Committee on Policy and Procedures should include the responsibilities listed below.

- 1) Review annually and update as necessary the Auxiliaries Job Descriptions for local Auxiliaries, Department and National Officers and National Standing Committees.
- 2) Prepare and update a procedures manual of all changes to current operating practices of the National Organization that were passed at the National Encampment.
- 3) Prepare a 5-year plan on ways and means to internally and externally promote the Auxiliary.
- 4) Review annually and update as necessary the Auxiliary's 5-year plan.
- 5) Prepare and submit periodic progress reports to the National President on the activities of the committee.
- 6) Perform other related responsibilities as assigned by the National Encampment or National President.
- 7) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON RITUAL

Purpose: The purpose of the National Ritual Committee of the Auxiliary to Sons of Union Veterans of the Civil War is to periodically review the Ritual, bringing necessary revisions to the attention of the National President and the National Organization.

Activities: The activities of the National Ritual Committee should include the responsibilities listed below.

- 1) Review annually the Ritual of the National Auxiliary. Bring to the attention of the National President and the National Encampment areas needing attention due to wording inconsistencies within the document or conflicts with wording within the National Auxiliary's Ritual or current practices of the National Auxiliary.
- 2) Review annually the Ritual of the National Auxiliary and prepare and submit to the National President and National Encampment proposed changes or correct noted deficiencies and/or conflicts.
- 3) Prepare and submit to the Editor of General Orders/National Newsletter for publication immediately following the National Encampment a summary of all changes to the Order's Ritual, which were passed at the National Encampment.
- 4) Prepare and submit to the National Secretary and the National Committee on Ritual a listing of all changes to the National Auxiliary Ritual that were passed at the National Encampment.
- 5) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 6) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON FORMS AND DOCUMENTS

Purpose: The purpose of the National Committee on Forms and Documents of the Auxiliary to Sons of Union Veterans of the Civil War is to advise the National President and the National Encampment on any forms or documents that are in need of revision.

Activities: The activities of the National Committee on Forms and Documents should include the responsibilities listed below.

- 1) Review annually and assist, as necessary, with updates of the Auxiliary's forms and publications.
- 2) Prepare and submit to the National Secretary any updated forms that will need to be listed on the National Website and/or mailed out to the Department Secretary's for distribution.
- 3) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 4) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON MEMBERSHIP

Purpose: The purpose of the National Committee on Membership of the Auxiliary to Sons of Union Veterans of the Civil War is to devise and implement ways to increase the membership of the ASUVCW.

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

- 1) Work and develop new ideas on how to grow and maintain the National Membership.
- 2) Review and revise as necessary the National Membership Recruitment Information.
- 3) Prepare and submit periodic progress reports to the National President on the activities of the committee.
- 4) Identify national events and activities where recruitment tables can be set up. And attempt to have these manned by Sisters of the Auxiliary.
- 5) Perform other related responsibilities as assigned by the National Encampment or National President.
- 6) Prepare and submit an annual report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON NEW AUXILIARY FORMATION

Purpose: The purpose of the Committee on New Auxiliary Organization of the Auxiliary to Sons of Union Veterans of the Civil War is to assist the National Secretary in the formation of new Auxiliaries and Departments in states or larger geographical areas not served by Departments.

Activities: The activities of Committee on New Auxiliary Organization should include the responsibilities listed below.

- 1) Locate, with the assistance of the National Secretary and National Membership at Large Coordinator, areas within the United States where Sisters reside and may have an interest to form Auxiliary-at-Large and/or Departments.
- 2) Identify and work with a Sister who lives in the proposed Auxiliary-at-Large or Department area and who is willing to serve as the local Auxiliary-at-Large or Department organizer contact.
- 3) Provide the names, addresses and telephone numbers of Sisters and applicants who reside in the proposed Auxiliary-at-large or Department area to the local Auxiliary-at-Large or Department contact.
- 4) Provide a copy of the Order's Constitution Rules and Regulations, Job Descriptions for Auxiliary and Department Officers-ASUVCW and a copy of the ASUVCW Ritual. Also, provide a set of instructions and all forms needed to organize an Auxiliary-at-Large or Department to the local contact.
- 5) Follow up periodically with the local Auxiliary-at-Large or Department contact to determine how he/she is proceeding in order to provide needed direction and answer promptly all questions.
- 6) Keep the National Secretary apprised of the progress and/or problems with each effort to organize a Auxiliary-at-Large or Department.
- 7) Provide periodic status reports to the National President on the activities of the National New Auxiliary Organization Committee.
- 8) Perform other related responsibilities as assigned by the National Encampment or National President.
- 9) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON THE NATIONAL ENCAMPMENT SITE

Purpose: The purpose of the National Encampment Site Committee of the Auxiliary to Sons of Union Veterans of the Civil War is to assist the Sons of Union Veterans (SUVCW) with the selection of the site for a National Encampment.

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

- 1) Compile and periodically update the SUVCW with a list of physical and equipment requirements needed by the National Auxiliary to be provided to the hotel hosting a National Encampment.
- 2) Compile and update the SUVCW with a list of normal customs observed and amenities provided pursuant to past practices of the National Auxiliary.
- 3) Compile and update the SUVCW with 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 the SUVCW with diagrams of the National Auxiliary's Floor Plan for the Meeting Room pursuant to the requirements of the National Auxiliary.
- 5) Prepare and periodically update a list and provide to the SUVCW of responsibilities normally expected to be fulfilled by the Local Host Committee.
- 6) Assist with soliciting Departments 3 years or more in advance to consider hosting a National Encampment. Provide a list of responsibilities normally accepted by a Host Committee.
- 7) Assist with locating and evaluate alternate host cities and facilities in the event that no Department from the SUVCW offers to host or a selected Department cannot hold the National Encampment. Provide feedback to the SUVCW.
- 8) Provide regular status reports to the National President.
- 9) Prepare and submit an annual written report to the National President and National Encampment

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON FRATERNAL RELATIONS

Purpose: The purpose of the National Committee on Fraternal Relations of the Auxiliary to 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, 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 objectives 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. Provide the names and addresses for the National President.
- 2) Provide historical and membership information on the Order to each of the identified organizations.
- 3) Arrange to have a complimentary copy of the National Newsletter "The Auxiliary Voice" provided to each of the national heads of the Allied Orders of the G.A.R.
- 4) Invite, on behalf of the National President, representatives from the organizations to attend the Order's national ceremonies and programs. Attend, at the request of the National President, national ceremonies and programs of the other organizations on behalf of the Order.
- 5) Apprise the National President of dates and locations of national ceremonies of the Allied Orders of the G.A.R., Civil War hereditary and National Veterans' organizations.
- 6) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 7) Prepare and submit a written annual report to the National President and the National Encampment on the activities of the Committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON REMEMBRANCE DAY

Purpose: The purpose of the National Committee on Remembrance Day of the Auxiliary to Sons of Union Veterans of the Civil War is to provide for and ensure all arrangements for the National Auxiliary and Ladies Organizations are ready for 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.

- 1) Work cooperatively and in conjunction with the Sons of Veterans Reserve on all aspects of the program.
- 2) Prepare and send news releases to the editor of *the National Newsletter* to provide information to the sisters who may attend.
- 3) Arrange for a carriage for the National President and/or the other Presidents of the other ladies Organizations if one is needed. (This may need to be determined each year.)
- 4) Verify with the Sons of Veterans reserve that the wreaths for the ladies have been acquired.
- 5) Be at the formation area for the Parade to help assist with getting the Ladies Organizations ready to step off for the parade.
- 6) Keep the National President apprised regarding arrangements.
- 7) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 8) Prepare and submit a written annual report to the National President and the National Encampment on the activities of the Committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON CHARITABLE ACTIVITIES

Purpose: The purpose of the National Charitable Activities Committee of the Auxiliary to Sons of Union Veterans of the Civil War is to promote the Order's principle of Charity by encouraging all Sisters to participate in various charitable activities throughout the year, including, but not limited to: monetary donations, volunteer work, and educational activities.

Activities: The activities of the National Committee on Charitable Activities should include the responsibilities listed below.

- 1) Encourage Departments to participate in charitable activities through mailings, electronic communication, and any other means deemed appropriate.
- 2) Collect, annually, information about the various charitable activities within the Departments and from other National Officers and Committees, and consolidate such information into a summary report, to be presented to the National President at or before each year's National Encampment.
- 3) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 4) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.

JOB DESCRIPTION FOR NATIONAL COMMITTEE ON TECHNOLOGY AND COMMUNICATIONS.

Purpose: The National Committee on Technology and Communications of the Auxiliary to Sons of Union Veterans of the Civil War shall be the organization's official body tasked with investigating, recommending, and monitoring the organization's use of current and future electronic technology for the dissemination of information to both the membership and the public.

Activities: The activities of the committee shall include, but not be limited to the following: 1) development of an official policy regarding the appropriate use of technology and communications. 2) monitor the organization's website(s) and other electronic venues for appropriate content. 3) assessment of the organization's use of current technology and presentation of suggestions for improvement. 4) Investigation of new technologies and presentation of suggestions for appropriate use, if any, by the organization.

- 1) Perform other related responsibilities as assigned by the National Encampment or the National President.
- 2) Prepare and submit an annual written report to the National President and the National Encampment on the activities of the committee.