

**San Antonio Conservation Society
Job Description**

MILITARY LIAISON

The chairman of this committee serves as the Society's liaison to the San Antonio area active and former military bases, keeping the President and Board advised of activities that impact military historic resources.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Work with Staff Liaison to ensure contact list for military/ military ambassadors are kept current. List will be used for invitations to the Society's Kings Party as well as other announcements or relevant invitations/ communication.
5. Attend or send a delegate to meetings of the Society for the Preservation of Historic Fort Sam Houston and all other organized historical societies and/or organizations associated with active and former local military bases.
6. Keep the President and Board of Directors advised on matters or events at active and former military bases which relate to the Society's purpose.
7. Address current preservation issues at all active and former military bases, as directed by the President.
8. At the President's request, attend receptions and meetings at active and former San Antonio area military installations.
9. File a final report of the committee's activities before the June general membership meeting.