



OFFICER JOB DESCRIPTION

CHAPLAIN

APPOINTED OFFICER

BYLAWS: ARTICLE V: OFFICERS _ SECTION 6. DUTIES OF OFFICERS

K. The CHAPLAIN shall:

1. Open all meetings with the Society's prayer and purpose.
2. Communicate whenever possible with members who are ill or in distress.
3. Keep a record of all memorials.
4. Maintain a necrology of members

DUTIES OF THE CHAPLAIN

1. Appoint members to committee and present to President for approval. Assign committee duties to the members.
2. The Chaplain opens all meetings with a prayer and the Society's Purpose; and Society-sponsored events upon the President's request.
3. The Chaplain communicates whenever possible with members who are ill or in distress and keeps the office informed of members who are ill, in distress, or who have passed away. The office staff will notify the Chaplain when reports of ill or deceased members are received.
4. The staff support person for the Membership Committee keeps a record of all memorials, as well as a necrology. Assisted by the Society's office, the Chaplain may sign, or may designate a staff support person to sign, all memorial acknowledgements and greeting cards. Staff supplies stationery and stamps.
5. File a final report of the committee's activities before the annual meeting.
6. When possible, attend the funerals of deceased Society members.

Note: Honorariums received are answered and signed by the President.