

Chapter Secretary Duties

1. Maintain the Chapter Roster, including the **Deceased** and **Contact Lost** pages.
2. Maintain the files on membership applications, to include the applications and DD-214 copies.
3. Take the minutes of reunion business meetings and prepare a formal copy for publication in the Chapter newsletter.
4. Maintain a list of those known to be deceased since the prior reunion, for reading at the next reunion memorial service.

Chapter Newsletter Duties

1. Maintain the newsletter mailing lists, to include the print edition list and the online edition email address list.
2. Gather information and write / edit columns for the quarterly newsletter, to include photos, Taps information, new member information, online websites and Quartermaster Store updates.
3. Draft the 8-page print edition and email it to Smith Printing.
4. Upon receipt of the print edition proof from Smith Printing, review and send approval to print, along with the current print mailing list.
5. Prepare and email the online newsletter to those on the email mailing list. Be sure to BCC all recipients.

Reunion Duties

1. Maintain the reunion checking account. Prepare and sign checks to pay for reunion expenses.
2. Process registrations received for reunions. Deposit registration checks to reunion account.
3. Email notification of registrations received to our webmaster and reunion hosts.
4. Maintain a working spreadsheet showing all registrants and guests, chosen meals, special requests, tours registered for, costs, etc.
5. Transport reunion items to the reunion hotel, to include Squadron Colors, banners, hospitality room supplies, etc.
6. At the reunion, man the registration desk and check in attendees.
7. Assist with instructing the hotel on banner hanging and arranging the banquet room, meeting room and memorial service room setups.