

CHAPTER COMMITTEES

The Commander appoints all committee chairmen. He may appoint individual members or permit the chairman to select his committee with the exception of the executive committee, which is defined by the chapter's constitution. The proper use of committees prevents the overloading of chapter officers, encourages participation by all members and helps to develop future chapter officers. This is most effective when care is taken to have each member working on activities, which relate to his own personal interests. The designation of committees is at the discretion of each chapter and is governed by its individual needs.

Executive Committee

This group is defined by the chapter constitution but is usually comprised of elected and appointed staff, as well as all past chapter commanders. The executive committee will be responsible for the overall direction of the chapter and will be deeply involved in planning and running the chapter. They should plan a program for the chapter for at least two years in advance to provide continuity throughout periods of officer transition. Some suggestions for standing committees are:

Programs Committee

This committee is normally headed up by the lieutenant commander and should be comprised of from two to five members. The committee plans each chapter meeting including the guest speakers and suggesting the subject matter. The committee also arranges for the speaker to be introduced and is also responsible for the expressions of thanks via letter or in person to speakers and others who gave special assistance to the event. The committee should include and provide notification to the newsletter editor ahead of time on who the speaker will be and his topic. The programs committee may also be responsible for the planning of field trips to historical sites, roundtable discussions and debates. This committee may also plan the chapter's patriotic programs for Independence Day, Veterans Day, Confederate Memorial Day and other special events. The committee may also be responsible for the arrangements for refreshments at meetings or other chapter events.

Membership Committee

This committee is normally headed up by the 2nd lieutenant commander and may include every member of the chapter. The committee should have a sizable number of members interested in obtaining new members. This committee will also be active in reactivating delinquent members and reinstating dropped members. The membership committee should be very interested and pro-active in finding Real Sons. The committee reports address and telephone changes to the adjutant so that his records may be updated

Honor Guard Committee

This committee may assist interested individual members in obtaining reproduction Confederate uniforms and weapons and participating in Confederate Memorial Day Service, funerals, and any special event that the unit may be needed. The honor guard acts as flag bearers and musket bearers to fire salute volleys with black powder. This group should be given the assignment of compiling a special manual of arms for flag bearers and the firing of muskets with safety do's and don'ts. The honor guard may work in concert with the planning committee for Confederate Memorial Day services in which the chapter will participate. This committee will plan the service program including obtaining a guest speaker and printing a program. They may choose to attend services of other chapters and organizations and shall bring this information to the chapter membership. Participation in Confederate Memorial Day Services is strongly encouraged for all chapters and chapter members.

Color Guard Committee

This committee has the responsibility of posting and retrieving the colors at special events. This committee and the honor guard committee may be comprised of the same members and function as one committee if desired. The color guard participates in any event where a flag ceremony is needed.

Scrapbook Committee

The chapter historian should chair this committee, and it should collect photos, newspaper clippings, printed programs, and other mementos that illustrate the

chapter's activities during the year. This collection may be used to create an appropriate scrapbook to enter the scrapbook in competition or otherwise display the scrapbook at chapter functions and other events. It will be very helpful if at least one member of this committee a good photographer.

Headstones and Marker Committee

This committee will be responsible for obtaining a headstone and/or suitable markers for any unmarked Confederate grave. They will also be responsible, along with any interested volunteers, for cleaning and repairing headstones and markers that are in disrepair. The committee is responsible for compiling the information needed on Veterans Administration forms to order grave markers, seeing that the forms are filled out properly and forwarded to the proper authorities. The committee should also coordinate with the local United Daughters of the Confederacy (UDC) chapter concerning the placement of grave markers.

Newsletter Committee

This committee may be only one person who is usually the chapter's newsletter editor, or it may consist of several members who function as a committee. The committee selects the format of the chapter newsletter, writes and/or gathers articles of interest to the chapter members. This group also determines the circulation list and any paid advertisements to be used to offset expenses. The newsletter is used to interest current members, build membership attendance, attract prospective members and advise other interested parties of the chapter's activities. Only articles directly related to the MOS&B, the UCV and War Between the States are recommended for inclusion in the newsletter.

Genealogical Committee

Thus committee, headed by the chapter genealogist, is designed to assist prospective members in obtaining family data and the genealogical proof necessary to qualify prospects for membership. This is an extremely important function to increase membership as some prospective members are intimidated by the prospect of obtaining these documents.

Finance Committee

This committee is responsible for the financial plans and expenditures of the chapter and works with the executive committee. It recommends how much to charge for chapter dues and prepares an annual budget for the chapter. This committee usually consists of at least the commander and the adjutant.

Historical Research Committee

This committee researches historical data concerning the War Between the States such as battlefields, particular battles, publications and books. The committee aids and encourages the recording and teaching true Southern history at all levels of the education system.

Public Relations Committee

This committee is responsible for press releases and radio and television announcements well in advance of deadlines and events. This committee may often work with the media to develop a feature about an event on which the chapter is working. Members with photography and/or literary skills are desirable for this committee. This committee should save clippings, printed programs, photos and other items for the chapter scrapbook committee.

Monuments Committee

This committee researches different Confederate monuments in the area served by the chapter. It reports to the chapter on any monuments that are in need of repair and cleaning. The committee also works with the appropriate state entity responsible for placing historical markers for unmarked Confederate events and sites.

Awards Committee

This committee identifies those members and others who are deserving of an award or Certificate of Appreciation. It creates the award or certificate and has it appropriately inscribed.

Uniforms Committee

The MOS&B is not a uniformed organization. However, many members desire to wear reproduction uniforms at appropriate times such as Confederate Balls, as a member of a uniformed color guard etc. When a member chooses to wear a uniform, it should be as authentic as possible in material and design. There are many who advertise in the Confederate Veteran or sell their wares at reunions or reenactments. These businesses, or sutlers, are a suggested source of uniforms and accessories.