

**Gen. W. S. Rosecrans Camp No. 2
Department of California & Pacific
Sons of Union Veterans of the Civil War**

Duties of Camp and Division Officers

Effective 1 January 2010

Appointed Camp Officers

PATRIOTIC INSTRUCTOR

Purpose

The purpose of the office of Patriotic Instructor is to educate and provide Brothers and the general public with information that will help to foster patriotism among the membership and the populace in general.

Activities

The activities of the Patriotic Instructor should include: (1) Presenting at each Camp meeting especially under the Good of the Order information on such items as - (a) Civil War military, civilian and other great American leaders, (b) National and state holidays, (c) The United States Flag, (d) Duties of citizenship such as voting, (e) Great Civil War battles and battles of other wars, and (f) Great American artifacts and sites; (2) Providing public displays and orations on patriotism as called upon; (3) Providing awards of recognition to deserving individuals as deemed necessary or ordered by the Camp; (4) File a report upon blanks prepared for the purpose, to the Department Patriotic Instructor; (5) Maintain contact with the Commander.

CHAPLAIN – Rev. Dr. Gary Alan Dickey

Purpose

The purpose of the office of Chaplain is to conduct such devotional services as directed by the Camp.

Activities

The activities of the Chaplain should include: (1) Conducting prayer at all meetings; (2) Conducting grave site services for Brothers and important dignitaries; (3) Conducting memorials for grave dedication or rededication ceremonies of veterans - especially Union veterans; (4) Serving as custodian of the Camp Bible unless assigned to another Camp officer (Has been assigned to the Treasurer/Quartermaster); (5) Preparing an annual necrology of Camp Brothers and submitting the list to Department Chaplain; (6) Serving as coordinator for the Camp's Memorial Day ceremony; (7) Becoming familiar with the duties of the office as set forth in the Order's Rituals and Ceremonials; (8) Maintain contact with the Commander.

ASSISTANT CHAPLAIN (active or retired clergyman) **or** **CHAPLAIN AIDE** (layperson)

Purpose

The purpose of the office of Assistant Chaplain/Chaplain Aide is to assist the Chaplain, and serve as Chaplain in his absence.

Activities

The activities of the Assistant Chaplain/Chaplain Aide should include: (1) Serving as Chaplain in his absence; (2) Acting as Chaplain upon request from the Chaplain; (3) Maintain contact with the Chaplain.

GUIDE

Purpose

The purpose of the Guide is to assist the Commander in the floor work of the Ritual during the Camp meeting and to follow any orders given by the Commander.

Activities

The activities of the Guide should include: (1) Ensuring that the Camp room is in proper order and that the altar and stations are properly arranged; (2) Instructing candidates for membership per the instructions of the Order's Ritual and Ceremonials; (3) Acting as an escort for all visitors; (4) Ascertaining if everyone present is entitled to remain for the Camp meeting; (5) Becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials; (6) Maintain contact with the Commander.

CIVIL WAR MEMORIALS OFFICER

Purpose

The purpose of the Civil War Memorials Officer is to coordinate the locating, physical examination of, and recording of all memorials dedicated to Union Civil War soldiers and sailors (outside the care of the National Military Parks, and the U. S. Departments of Defense, or Veterans' Affairs) within the geographic boundaries of the Camp. This includes all sizes of monuments (with or without sculpture), those with Civil War era cannon and inert ammunition, memorial fountains, memorial buildings, memorial windows (stained glass), historical markers, and even small plaques.

Activities

To prevent a duplication of effort on the part of a Camp's membership, the Civil War Memorials Officer should: (1) coordinate the search for, physical examination of, photographing of, and recording of Civil War Memorials (as described above) located within the confines of the Camp's geographical boundaries; (2) maintain observation of care and upkeep for "local" Civil War Memorials - and bring any shortcomings to the attention of the property owners and community government where the memorial is located; (3) provide documentation of location and condition of Civil War Memorials (via SUVCW Form CWM 61) to the Department Civil War Memorials Officer; (4) Maintain contact with the Commander.

HISTORIAN

Purpose

The purpose of the office of Historian is to collect and preserve all historical and biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, and to members of the Order.

Activities

The activities of the Historian should include (1) Maintaining and cataloging all historical, biographical and/or photographic material given to or developed by the Camp regarding the Civil War, Grand Army of the Republic (G.A.R.), and Sons of Union Veterans of the Civil War (SUVCW). Such material would include but not be limited to the following: newspaper articles, Post/Camp membership records, Post/Camp meeting minutes, old Post/Camp financial records, photographs, and donated memorabilia; (2) Maintain contact with the Commander.

GUARD

Purpose

The purpose of the office of Guard is to secure the door to the Camp meeting and to admit only those Brothers and visitors who are qualified or entitled to enter.

Activities

The activities of the Guard should include: (1) Securing the door of the Camp meeting; (2) Checking dues receipts or cards of Brothers and admitting only qualified Brothers and authorized visitors; (3) Allowing no one to enter during the opening, reading of the minutes, or closing of the Camp; (4) Allowing no one to enter during the initiation of candidates; (5) Becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials; (6) Maintain contact with the Commander.

COUNSELOR – Tom Chumley, PCC

Purpose

The purpose of the office of Counselor is to serve as a legal advisor to the Commander and to the Camp.

Activities

The activities of the Counselor should include: (1) Advising the Commander and the Camp on such legal issues as may come before them; (2) Upon request of the Commander, providing advice and interpretation of the Camp's and Department's Bylaws, the Order's Constitution and Regulations, and on parliamentary questions; (3) Maintain contact with the Commander.

COLOR BEARER

Purpose

The purpose of the office of Color Bearer is to care for the Camp colors and to assist the Guide during the Camp meeting.

Activities

The activities of the Color Bearer should include: (1) Placing the altar cloth and an unopened Bible on the altar prior to the opening of the Camp; (2) Placing station banners at the stations prior to the opening of the Camp; (3) Assisting the Guide in ascertaining if everyone present is entitled to remain for the Camp meeting; (4) Presenting the United States Flag during the Pledge of Allegiance by the Camp; (5) Attending to the altar and stations by removing altar cloth, Bible and station banners following the close of the Camp; (6) Becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials; (7) Maintain contact with the Commander.

GRAVES REGISTRATION OFFICER

Purpose

The purpose of the Graves Registration Officer is to locate, record, ascertain the condition of and bring to the attention of proper authorities the need for repair or replacement of the grave markers/memorials of Civil War veterans buried in the jurisdiction of the Camp.

Activities

The activities of the Graves Registration Officer should include: (1) Conducting an inventory of the cemeteries located within the confines of the Camp's geographical boundaries and documenting the presence of Civil War veteran grave markers and memorials; (2) Bringing to the attention of appropriate governmental agencies the existence of grave markers/memorials in need of rehabilitation or replacement; (3) Assisting private parties and governmental agencies in the completion of applications for new federal grave markers for Civil War veterans; (4) Providing documentation of location and condition of Civil War veteran grave markers/memorials to the Department Graves Registration Officer; (5) Maintain contact with the Commander.

GAR HIGHWAY OFFICER

Purpose

The purpose of the office of GAR Highway Officer is to ascertain the condition of the GAR designation signage of Route 6, the GAR Highway, as it passes through the Camp's jurisdiction and to bring to the attention of proper authorities the need for repair of the highway and/or replacement or repair of the signage.

Activities

The activities of the GAR Highway Officer should include: (1) Locating and ascertaining the condition of all GAR designation signage; (2) Reporting missing or damaged

signage to the appropriate government official; (3) Researching state laws and legislation affecting the highway; (4) Reporting to the Department GAR Highway Officer; (5) Maintain contact with the Commander.

EAGLE SCOUT CERTIFICATE COORDINATOR

Purpose

The purpose of the Eagle Scout Certificate Coordinator is to, upon learning of Boy Scouts attaining the rank of Eagle Scout within the Camp's jurisdiction, to present a Certificate of Commendation signed by the Commander.

Activities

The activities of the Eagle Scout Certificate Coordinator should include: (1) Coordinating with the Boy Scout Councils within the jurisdiction of the Camp for making the presentation of the certificate; and when presenting the certificate to be in full dress Civil War uniform when possible, and to report back to the Camp on such presentations; (2) When the Camp learns of Boy Scouts attaining the rank of Eagle Scout after the date of the Court of Honor, the Camp may respond by sending a certificate and letter of commendation to the named Eagle Scout, signed by the Commander; (3) Maintain contact with the Commander.

ROTC / JROTC RECOGNITION COORDINATOR

Purpose

The purpose of the ROTC / JROTC Recognition Coordinator is to promote the SUVCW's ROTC / JROTC Award within the Camp's jurisdiction and participate in the presentation of this award.

Activities

The activities of the ROTC / JROTC Recognition Coordinator should include: (1) Identifying the ROTC / JROTC units within the jurisdiction of the Camp; (2) Inform each identified unit of the ROTC / JROTC Award and promote its use by the unit; (3) Represent the SUVCW and the Camp in the presentation of the award; (4) Maintain contact with the Commander.

NEWSLETTER EDITOR – Brent Hood

Purpose

The purpose of the office of Newsletter Editor is to assist the Senior Vice Commander.

Activities

The activities of the Newsletter Editor should include: (1) Assist the Senior Vice Commander by publishing the Camp newsletter; (2) Maintain contact with the Senior Vice Commander.

SIGNALS OFFICER

Purpose

The purpose of the Signals Officer is to serve as the senior advisor on electronic communication technology and manage the assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Sons of Union Veterans of the Civil War.

Activities

The activities of the Signals Officer should include: (1) Providing the Commander and the Camp Council with advice and assistance relative to matters involving communication and technology; (2) Supervise or serve as the Webmaster of the Camp Web site; (3) Be familiar with and comply with the National Communication Technology policy; (4) Establish and maintain an email address for the Camp; (5) Maintain contact with the Commander.

QUARTERMASTER

Purpose

The purpose of the office of Quartermaster is to assist the Treasurer.

Activities

The activities of the Quartermaster should include: (1) Assist the Treasurer by serving as custodian of Camp property not otherwise provided for; (2) Maintain contact with the Treasurer.

Appointed Division Officers

VICE COMMANDER

- 1st Division**
- 2nd Division**
- 3rd Division**
- 4th Division**
- 5th Division**
- 6th Division**
- 7th Division**

Purpose

The purpose of the office of Vice Commander is to assure that at least one meeting and/or activity occurs within their respective Divisions and to assist the Senior Vice Commander.

Activities

The activities of the Vice Commander should include: (1) Scheduling and organizing at least one meeting and/or activity within their respective Division for Camp Brothers and

Auxiliary Sisters; (2) Acting as a personal representative upon the request from the Commander; (3) Assist the Senior Vice Commander by promoting Camp and Division activities in the local media; (4) Provide the Newsletter Editor with information concerning Division activities; (5) Maintain contact with the Senior Vice Commander.

RECRUITING OFFICER

- 1st Division**
- 2nd Division**
- 3rd Division**
- 4th Division**
- 5th Division**
- 6th Division**
- 7th Division**

Purpose

The purpose of the Recruiting Officer is to provide a single point of contact for potential applicants to obtain information, forms, and assistance as well as to serve as a staff officer, reporting to the Junior Vice Commander, who will maintain membership recruiting and retention statistics.

Activities

The activities of the Recruiting Officer should include: (1) Providing the Junior Vice Commander with advice and assistance on matters involving membership recruiting and retention; (2) Establish recruiting booths at appropriate events and observances; (3) Making necessary brochures, forms, and information available to potential applicants; (4) Interviewing former members to ascertain real or imagined retention problems; (5) Maintain contact with the Junior Vice Commander.

CIVIL WAR MEMORIALS OFFICER

- 1st Division**
- 2nd Division**
- 3rd Division**
- 4th Division**
- 5th Division**
- 6th Division**
- 7th Division**

Purpose

The purpose of the Civil War Memorials Officer is to coordinate the locating, physical examination of, and recording of all memorials dedicated to Union Civil War soldiers and sailors (outside the care of the National Military Parks, and the U. S. Departments of Defense, or Veterans' Affairs) within their respective geographic boundaries. This includes all sizes of monuments (with or without sculpture), those with Civil War era cannon and inert ammunition, memorial fountains, memorial buildings, memorial windows (stained glass), historical markers, and even small plaques.

Activities

To prevent a duplication of effort on the part of a Camp's membership, the Civil War Memorials Officer should: (1) coordinate the search for, physical examination of, photographing of, and recording of Civil War Memorials (as described above) located within the confines of the Division's geographical boundaries; (2) maintain observation of care and upkeep for "local" Civil War Memorials - and bring any shortcomings to the attention of the property owners and community government where the memorial is located; (3) provide documentation of location and condition of Civil War Memorials (via SUVCW Form CWM 61) to the Camp Civil War Memorials Officer; (4) Maintain contact with the Camp Civil War Memorials Officer.

GRAVES REGISTRATION OFFICER

- 1st Division**
- 2nd Division**
- 3rd Division**
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Purpose

The purpose of the Graves Registration Officer is to locate, record, ascertain the condition of and bring to the attention of proper authorities the need for repair or replacement of the grave markers/memorials of Civil War veterans buried in the jurisdiction of the Division.

Activities

The activities of the Graves Registration Officer should include: (1) Conducting an inventory of the cemeteries located within the confines of the Division's geographical boundaries and documenting the presence of Civil War veteran grave markers and memorials; (2) Bringing to the attention of appropriate governmental agencies the existence of grave markers/memorials in need of rehabilitation or replacement; (3) Assisting private parties and governmental agencies in the completion of applications for new federal grave markers for Civil War veterans; (4) Providing documentation of location and condition of Civil War veteran grave markers/memorials to the Camp Graves Registration Officer; (5) Maintain contact with the Camp Graves Registration Officer.

EAGLE SCOUT CERTIFICATE COORDINATOR

- 1st Division**
- 2nd Division**
- 3rd Division**
- 4th Division**
- 5th Division**
- 6th Division**
- 7th Division**

Purpose

The purpose of the Eagle Scout Certificate Coordinator is to, upon learning of Boy Scouts attaining the rank of Eagle Scout within the Division's jurisdiction to present a Certificate of Commendation signed by the Commander.

Activities

The activities of the Eagle Scout Certificate Coordinator should include: (1) Coordinating with the Boy Scout Councils within the jurisdiction of the Division for making the presentation of the certificate; and when presenting the certificate to be in full dress Civil War uniform when possible, and to report back to the Camp on such presentations; (2) When the Division learns of Boy Scouts attaining the rank of Eagle Scout after the date of the Court of Honor, the Division may respond by sending a certificate and letter of commendation to the named Eagle Scout, signed by the Commander; (3) Maintain contact with the Camp Eagle Scout Certificate Coordinator.

ROTC / JROTC RECOGNITION COORDINATOR

1st Division

2nd Division

3rd Division

4th Division

5th Division

6th Division

7th Division

Purpose

The purpose of the ROTC / JROTC Recognition Coordinator is to promote the SUCVW's ROTC / JROTC Award within the Division's jurisdiction and participate in the presentation of this award.

Activities

The activities of the ROTC / JROTC Recognition Coordinator should include: (1) Identifying the ROTC / JROTC units within the jurisdiction of their respective Division; (2) Inform each identified unit of the ROTC / JROTC Award and promote its use by the unit; (3) Represent the SUCVW and the Camp in the presentation of the award; (4) Maintain contact with the Camp ROTC / JROTC Recognition Coordinator.