

**DUTIES AND RESPONSIBILITIES FOR USSVICB OFFICES
NOT COVERED IN BYLAWS**

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USSVI Charleston Base Chaplain Job Description

Title:

USSVICB Chaplain (Chaplain for United States Submarine Veterans Inc. Charleston Base (USSVICB))

Objective:

To serve as Base Chaplain to the membership of USSVI Charleston Base.

Responsibilities:

- Attend all meetings (whenever possible).
- Offer short opening and closing prayers at each meeting.
- Provide a binnacle report at each meeting.
- Provide cards to base membership when they are sick or mourning; provide cards to non-base membership if requested.
- Organize and conduct the bell tolling for members who depart on Eternal Patrol, to include coordinating with the family and funeral home, and at times other fraternal organizations.
- If requested by the family, conduct a memorial or funeral services for deceased shipmates.
- Assist shipmates in time of spiritual need while ensuring all counseling or discussions remain confidential.
- Visit those shipmates and their family members who are sick and in need of comfort, whether in the hospital or at home.
- Visit those shipmates and their family members who are bereaved and in need of comfort.

Qualifications:

- Be familiar with the Bible.
- Be able to pray in public.
- Be comfortable speaking in public and possess above average verbal skills. Be a compassionate person.
- Strong moral character.

Average Time Commitment:

Ten hours per month.

Measure of Success:

The Base Membership is satisfied with the performance of the Base Chaplain.

Chief of the Boat (COB)
DUTIES AND RESPONSIBILITIES

To establish and maintain a line of communication with all base members.

To handle the military aspects of base ceremonies, including memorial services.

To maintain a checkout system for base equipment and to perform an annual inventory of base equipment.

To be responsible for the maintenance and upkeep of base equipment.

To schedule and supervise all Charleston Base working parties.

To assist the Base Commander as required.

Charleston Base Comptroller Duties and Responsibilities

The comptroller supervises the generation and execution of the Base budget. He will report to the base after each quarter the income and expenditures for each budget category.

The comptroller has no authority over the execution of the base finances.

The comptroller is appointed by the Base Commander.

Base Historian

Duties and Responsibilities

Maintain the files that contain the history of Charleston Base.

1. Membership
2. Meeting Attendance
3. Newsletters
4. Outgoing and incoming mail

Transfer paper documents to digital format and retain both.

Maintain picture files on digital format of events the base takes part in

HOLLAND CLUB CHAIRMAN DUTIES & RESPONSIBILITIES

Obtain up-to-date list of Charleston Base members from Membership Chairman eligible for Holland Club induction.

Review membership on a periodic basis at least twice a year to determine Holland club membership eligibility.

Provide list of Holland club inductees to National Holland Club Chairman & request proper certificates, patches etc. at least semi-annually or more often, if necessary.

Conduct Holland club induction ceremony at April and October Charleston Base meetings when membership packets arrive.

Maintain liaison with National Holland Club chairman for any pertinent information that may be of interest to base Holland Club members.

Kap(SS) 4 Kid(SS) Coordinator Duties and Responsibilities

Objective: To provide a Community Outreach Program giving USSVI Charleston Base a means to get in touch with the Community by giving embroidered caps to children who are the victims of cancer or other afflictions that have cost them their hair or dignity through Chemo or Radiation treatments.

Job Description: The K4K Coordinator is responsible for implementing the K4K Program in accordance with the Executive Board's aforementioned objective.

The K4K Coordinator will plan and organize K4K visits to institutions where children are suffering from the effects of Chemo or Radiation in their battle against the rages of cancer. It is the K4K Coordinator's responsibility to identify the institutions and special programs where children are being treated for cancer, or where cancer patients are having fun away from treatment centers, ergo Camp Happy Days.

The K4K Coordinator will communicate to the Base Commander and the Executive Board the date, time, place, and any other pertinent information on the K4K visit. The K4K coordinator will have arranged all aspects of the visit with the staff of the institution to be visited. When space at the K4K visit site allows, a general announcement will be made to all Sub Vet members, encouraging them to attend. The K 4 K Coordinator will communicate with each visiting Sub Vet member the rules and regulations of the institution to be visited.

During the visit, the K4K Coordinator will ensure that each child receives an embroidered Honorary Submariner Charleston Base cap, a certificate as an Honorary Submariner and a picture, suitable for framing, of a submarine. It is the responsibility of the K4K Coordinator to have sufficient quantities of materials on hand.

The K4K Coordinator will at all times ensure that the K4K Program supports the USSVI Creed " ... constant source of motivation toward greater accomplishments." with all the dignity and honor it deserves.

The K4K Program goal is very simple: To bring a brief respite from the suffering of children by bringing some jot and comfort and a hat.

Little David Coordinator Duties and Responsibilities

1. To coordinate with the Berkeley County Museum on the presentation and upkeep of the CSS David replica.
2. To inspect and make a list of work to be accomplished prior to Memorial Day.
3. To assist the COB with the scheduling of working parties to repair and maintain the CSS David replica.
4. Keep the Base Commander and the Board of Directors informed of all events and happenings

Membership Chairman Duties and Responsibilities

- ▢ Solicit new members from all available sources:
 - Old shipmates
 - Fleet Reserve
 - Direct mailing to names provided
 - Current member old shipmates

- ▢ Collect yearly and lifetime dues from all members. Following year dues are payable by 1 October of the current year. i.e. dues for 2012 are payable on 1 October 2011

- ▢ Collect and process applications and dues for new members
 - Insure application is legible
 - Insure all information is correctly filled in
 - Insure proper dues amount is collected

- ▢ Maintain the USSVI on-line membership database for Charleston Base
 - Maintain member information and enter changes as necessary
 - Enter dues transactions at least monthly when dues are received
 - Enter new members into database including dues transaction
 - Send new applications and dues paid, along with a Dues Report to the National Office monthly

- ▢ Provide a current membership list to the Secretary, Base Commander, Webmaster and COB when any changes are made or as they desire. Provide membership list to Holland Club chairman and other members as requested.

Newsletter Publisher/Editor

- Create and publish, on a monthly basis, a Charleston Base newsletter. Contents of newsletter to include, but not limited to:
 - Minutes of previous month's meeting
 - WWII boats lost for the current month
 - List of events for the current month (meetings, base activities, parades, memorials, etc.)
 - Articles pertinent to Charleston Base such as announcements of events, member achievements, local military/VA information
 - Submarine related news and stories, both old and new
- Solicit inputs for the newsletter from all available sources. Some of these are:
 - Undersea Warfare News Daily
 - RAO Bulletin
 - Member input
 - E-mail
 - Other base newsletters
 - Various Internet sources
- Publish the newsletter in a way/s for delivery to all Base members
 - E-mail
 - US Post Office
- Create the newsletter in a format of choosing that is usable for all members, such as Adobe Acrobat, MS Word, MS Publisher, etc.
- Publish the monthly newsletter as soon as possible after receiving the Base Meeting minutes from the Base Secretary.

Public Affairs Officer (PAO) Duties and Responsibilities

The role of the PAO is to help foster good will within the local community and advertise the successful enterprises supported by the United States Submarine Veterans, Inc. Charleston Base and the World War" Submarine Veterans, Swamp Fox Chapter.

- A. Provide press releases or articles as appropriate to local publications and submarine veterans publications. These releases will include but are not limited to:
 - a. Announcement monthly meetings
 - b. Submit articles relating to US Submarine Veterans Inc., Charleston Base and Submarine Veterans of WWII events.
 - c. Submit US Submarine Veteran Inc., Charleston Base Articles for personal achievements.
 - d. Submit Articles on family members as required.
- B. News Publications:
 - a. Local Publications
 - i. Charleston Post and Courier
 - ii. Goose Creek Gazette
 - iii. Berkeley Independent
 - iv. Hanahan Gazette
 - v. Summerville Journal Scene
 - vi. Moultrie News
 - vii. Shoreline
 - viii. Waring Hills (Patriots Point)
 - ix. Charleston Military
 - b. National Publications
 - i. American Submariner
 - ii. Polaris Magazine
 - c. WEB Publications
 - i. Undersea Enterprise News Daily

Recreation Committee Duties and Responsibilities

The Recreation Committee shall be under the support and direction of the Base Commander.

The Recreation Committee shall consist of no fewer than two and no greater than six members.

The Recreation Committee will make recommendations to the Board of Directors who have final approval on events.

The Recreation Committee will attempt to schedule an event each quarter that is appropriate for the SubVet members and their family. Examples of events done in the past are a picnic, hog roast, oyster roast and Christmas party. The events proposed by the Recreation Committee are not limited to these examples.

Every effort shall be made to minimize the labor required of the SubVets and their families.

For each event proposed, the Board of Directors will approve a budgeted amount. The Recreation Committee will propose an admission fee so as to not exceed the budgeted amount. The Board of Directors will approve the admission fee. The admission fee will be waived for WWII veterans and their families.

The Recreation Committee will generate a list of things required for each type of event, for example, food, entertainment, drinks. This list will be maintained by the Recreation Committee with a copy filed with the Base Secretary.

After each event the Recreation Committee will meet to discuss the lessons learned from the event and the changes required.

SCHOLARSHIP CHAIRMAN DUTIES & RESPONSIBILITIES

- *Promote “Scholarship Program” throughout the year during monthly meetings and to the public via the Public Affairs Officer (PAO).
- *Promote the sales of the USSVICB “Challenge Coin” & organize various raffle events throughout the year.
- *Around December time frame review the Scholarship Application on the USSVICB Website for any modifications that are needed and aggressively start promoting the Scholarship Program for the year, set deadline date (Usually April 15).
- *May timeframe, call the Scholarship Committee together for review and selection of awardees.
- *Send letters to applicants informing them of their selection or non-selection. Inform the selectees of the Award Presentation date, usually the June monthly meeting.
- *Inform USSVI Treasurer of names of selectees and amount of scholarship so that checks can be made out to selectees.
- *Prepare certificates for the presentation
- *Several days before the June meeting, call the selectees and confirm that they will be present at the presentation. Give directions and inform them that the scholarships will be awarded at the start of our meeting and after the presentation they must depart our meeting

BASE SECRETARY
Duties and
Responsibilities

- A. Keeps full and accurate records of minutes of all meetings of Charleston Base and of all matters of which written record have been ordered by the Base Commander.
- B. With the aid of the Base Commander, carries on all correspondence of Charleston Base.
- C. Keeps a complete and accurate sailing list of all members, officers and committees of Charleston Base, including address, phone number and e-mail address.
- D. Issues all notices of special meetings.
- E. Maintain a Description of Duties binder for all elected and appointed officers.

Additional Duties:

- A. Email new business determined by the Board of Directors to be addressed by the base at the next meeting to the membership by 1800 the Monday prior to the base meeting.

Social Media Job Description

Title:

USSVICB Social Media Coordinator

Objective:

To Promote Charleston Base on Social Media Platforms

Responsibilities:

- Attend all meetings when possible
- Manage Charleston Base Facebook Page
- Manage Charleston Base Instagram Account
- Communicate the purpose of Social Media and encourage promotion of social media
- Promote Charleston Base Activities

Qualifications:

- Strong computer skills
- Working knowledge of managing Facebook Pages
- Own mobile device (required for instagram)
- Excellent writing and editing skills

Average Time Commitment:

- Five to the hours per month

Measure of Success:

- Positive Engagement with Facebook page visitors and Instagram followers

Special Events Coordinator Duties and Responsibilities

Ensure there is communication to base members for all special events.

Schedule special events not to interfere with other base functions.

Ensure all special events are approved by the Executive Board.

Provide a written request for parades and all events requiring pre-registration.

Provide for maintenance and upkeep of the float.

Inform all members of the required uniform for special events.

Provide information to Base Commander and the Executive Board as required.

Base Storekeeper Duties Duties and Responsibilities

Maintain a stock of patches, pins, shirts, decals and magnets for members to purchase at monthly base meetings.

Order Vests, patches, and other special order items for base members. Provide information to the base treasurer as requested.

Maintain the base 4-in-1 machine used for base business.

VA Officer Duties and Responsibilities

Title:

USSVICB Veteran Affairs Officer (USSVICB)

Objective:

To serve as the Veteran Affairs Officer to the membership of USSVI Charleston.

Responsibilities:

Attend all meetings (whenever possible).

Provide a veteran affairs report at the meeting.

Advise base members (and possibly dependents of base members) of rights and benefits including compensation, pension, insurance, death and burial benefits, medical/hospitalization and education.

Assists with filling out necessary paperwork as requested. This can be accomplished by assisting the requestor to make an appointment at the nearest VA office.

Monitor various VA and military news for any information that should be made available to base members/families.

Provide the base webmaster with VA information that should be listed on the base website.

Provide the base newsletter editor with VA information that should be included in the monthly newsletter.

Qualifications:

Be familiar with Veteran Affairs procedures.

Be familiar with Federal, State and local VA offices.

Be able to contact Federal, State and local VA offices as needed.

Webmaster Job Description

Title:

USSVICB Webmaster (Webmaster for United States Submarine Veterans, Inc. Charleston Base (USSVICB))

Objective:

To maintain the USSVICB website as a useful tool for membership use.

Responsibilities:

- Attend all meetings (whenever possible).
- Communicate the purpose and encourage the use of the website among base membership.
- Update and maintain web site to keep it current and interesting.
- Utilize the web site for communication with members.
- Maintain contact with web hosting company to ensure adequate resources are available. (Addendum page provided to USSVICB Secretary with all web hosting contact info and passwords.)

Qualifications:

- Working knowledge of USSVICB bylaws.
- Strong computer skills.
- Working knowledge of web page authoring.
- Familiarity with web site construction.
- Excellent writing and editing skills.
- Strong leadership and project management skills.

Average Time Commitment:

- Ten to twenty hours per month.

Measure of Success:

- Web site is up to date and provides useful information Charleston Base of United States Submarine Veterans, Inc. (USSVICB)