

DUTIES OF STATE CHAPLAIN

The State Chaplain shall:

1. Be responsible for the invocation and benediction at all State Meetings and Ceremonies.
2. Coordinate the Obituary reporting with the State Secretary **and Chairman of the Resolutions Committee.**
3. Maintain a current list of members who have passed away during the membership year and provide this list to the Chaplain General and the National Society Executive Director no later than April 1st each year, thus allowing the National Society ample time for printing the Necrology for the Congressional Memorial Service.
4. **Develop and implement a formal Memorial Service to be used during the Annual Meeting.**

Send a letter to accompany the formal resolution in memory of each deceased
Send a copy of the Congresssional Memorial Service Bulletin to the surviving spouse/family member accompanied by a letter.

Perform other duties which may be assigned to him by the State President or the Board of Governors.
5. Furnish the membership with spiritual guidance as required.