



## **Kingsville Council of the Navy League**

P.O. Box 1740, Kingsville, Texas 78364

### **Policy for Committees and Volunteer Opportunities**

Volunteer opportunities for Kingsville Council of the Navy League (KCNL) members are (but not limited to):

- 1) Involvement in committees as chairperson, secretary, or member,
- 2) Volunteering to be the Legislative Affairs Liaison, Volunteer Coordinator, Social Media Coordinator, Adopted Unit Liaison (AUL), or Membership Chairperson,
- 3) Volunteering and elected as Director, President, Vice President, Secretary, or Treasurer, and/or
- 4) Volunteering to donate time, material, and/or treasure outside of the above-mentioned opportunities.

All committees shall have a minimum of three members including a Committee Chairperson and a Committee Secretary. Committee members, including the Chairperson and Secretary, are volunteers. No KCNL member shall be forced to be a committee member or other volunteer. All Committee Chairpersons are appointed by the President. Committee members, including the Secretary, are appointed by either the President, the Board of Directors, or the Committee Chairperson from a pool of volunteers. The Board of Directors may dissolve any committee (functional or ad hoc) at any time by resolution.

The KCNL Secretary shall keep an updated list of all current committees and names of all committee members.

Relating to Committees, the KCNL By-Laws, Article III, states the following:

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#### **KCNL BY-LAWS: ARTICLE III. COMMITTEES**

Section 1. Functional Committees. The normal business of the Board of Directors of the Kingsville Council of the Navy League may be divided among five functional committees. The five functional committees may be Membership, Public Education, Youth Programs, Naval Relations/Support, and Finance. Each committee may assume responsibility for those aspects of council activities as assigned by the current Board of Directors but may not exercise the authority of the Board without prior approval. The Board of Directors may dissolve any committee (functional or ad hoc) at any time by resolution.

Section 2. Functional Committee Membership. Members of the Board of Directors may be a member of the functional committees. Any board member removed from the Board due to resignation, death, or for cause may also be removed from the appropriate functional committee. Other Kingsville Navy League members may be on a functional committee. These non-board members may be removed at any time by the Board of Directors if the Board determines that said removal is in the best interest of the council.

Section 3. Functional Committee Chairperson. If a Functional Committee is formed by resolution of the Board of Directors, then the President shall appoint a Chairperson for the committee. The Chairperson

shall be appointed or re-appointed annually. The Chairperson shall be a member of the current Board of Directors.

Section 4. Other Committees. Other ad hoc committees not having and exercising the authority of the Board of Directors in the management of the Council may be designated by resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Members of such committees may include Board members, other members of Kingsville Council of Navy League, or other interested persons. Any member thereof may be removed by the Board of Directors at any time whenever in their sole judgement the best interest of the Council shall be served by such removal.

Section 5. Vacancies. Vacancies in the membership of any committee shall be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the motion of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Rules. Each committee may adopt rules for its own governance not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

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## COMMITTEE MISSIONS, GUIDELINES, AND RESPONSIBILITIES

### FUNCTIONAL COMMITTEES.

#### 1. MEMBERSHIP COMMITTEE

- a. MISSION: to help the Board of Directors improve the organization by increasing our membership year-over-year and recommending ways to keep our members engaged and satisfied with their involvement in the organization and in the execution of our KCNL mission.
- b. **CHAIRPERSON** must be a Director. Chairperson is normally the **MEMBERSHIP CHAIRPERSON**.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. The Membership Committee, under the direction of the Chairperson, shall perform the duties outlined in E through N below. If a Membership Committee is not formed, the Chairperson will serve as the Membership Coordinator and perform the duties listed in E through N below.
- e. Ensure all financial matters of the Committee (or Coordinator) are approved by the Directors
- f. Keep the KCNL President advised of all membership issues, especially new memberships
- g. Routinely download membership roster (Excel Spreadsheet) from NLUS website
- h. Update KCNL membership Excel spreadsheet and have available for all meetings
- i. Notify members whose memberships are about to expire (1 month prior)
- j. Send "Welcome Aboard" emails to new members and provide the KCNL President a copy
- k. Be prepared to provide a Membership Report at any meeting of the Board of Directors
- l. Be prepared to help prospective members and/or renewing members with NLUS membership applications using iPhones and/or iPads
- m. Propose and/or initiate membership drive events and social media posts
- n. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a

(final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

## 2. PUBLIC EDUCATION COMMITTEE

- a. MISSION: to help the Board of Directors improve the organization by recommending fun and engaging ways to educate the public about our KCNL mission.
- b. **CHAIRPERSON** must be a Director. Chairperson may be the **Legislative Affairs Liaison**, **Volunteer Coordinator**, or **Social Media Coordinator**.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. The Public Education Committee, under the direction of the Chairperson, shall perform the duties outlined in E through H below. If a Public Education Committee is not formed, the Chairperson shall be appointed as the Public Education Coordinator and perform the duties listed in E through H below.
- e. Ensure all financial matters of the Committee (or Coordinator) are approved by the Directors
- f. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.
- g. Be prepared to give a report at any meeting of the Board of Directors
- h. Coordinate closely with Legislative Affairs Liaison, Volunteer Coordinator, and/or Social Media Coordinator for effective programs and events

### i. LEGISLATIVE AFFAIRS LIAISON

1. Be the point-of-contact for Navy League Lone Star Region and its Legislative Affairs Liaison; be thoroughly familiar with NLUS Legislative Affairs reading list.
2. Work closely with KCNL Officers and BOD to understand KCNL legislative agenda, propose or initiate legislative agenda ideas
3. Ensure all financial matters are approved by the Board of Directors
4. Keep KCNL President apprised on all upcoming and/or completed events
5. Be receptive and proactive with respect to Navy League Lone Star Region or NLUS email tasking and/or possible online training events
6. Be prepared to give a report at any meeting of the Board of Directors

### ii. VOLUNTEER COORDINATOR

1. Work closely with all members, and the Kingsville community at large, to ensure KCNL events are fully staffed with volunteers
2. For smooth dissemination of volunteer opportunities and information, possibly form a phone-tree either by text, or other iPhone app (GroupMe, WhatsApp, etc.), if needed
3. Ensure all financial matters are approved by the Board of Directors
4. Take the initiative to seek out sufficient numbers of volunteers needed for all KCNL events/programs and coordinate with KCNL committee chairpersons or coordinators
5. Be the Coordinator for acquiring tents/tables/chairs/water, etc., at all KCNL booths at fundraising, membership-drive, or any other social events, and the coordination for the location of the booths

6. Be prepared to give a report at any meeting of the Board of Directors

iii. **SOCIAL MEDIA COORDINATOR**

1. Be the writer and editor of the KCNL Annual Informational Brochure, Quarterly Newsletters, and other written materials
2. In December or January, provide an End-of-Year press release relating to previous year's activities and election of new Officers and Directors
3. Ensure the Board of Directors and/or the President have a chance to edit and approve public documents/newsletters
4. Ensure the President has the opportunity to edit and approve social media posts
5. Ensure all financial matters are approved by the Board of Directors
6. Provide other press releases or written documents as directed by the President or Board of Directors
7. Coordinate and update the KCNL website ([www.KingsvilleNavyLeague.org](http://www.KingsvilleNavyLeague.org)) to ensure the website is meeting all requirements for "best practices" outlined by "NLUS Awards" program
8. Coordinate and update FaceBook page, actively seek new followers
9. Coordinate and update X (formerly Twitter), actively seek new followers
10. Coordinate and update Instagram page, actively seek new followers
11. Coordinate and update Threads page, actively seek new followers
12. Be prepared to give a report at any meeting of the Board of Directors

3. **YOUTH PROGRAMS COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by recommending fun and engaging ways to involve school children and other young residents (minors) of the community in the execution of our KCNL mission.
- b. **CHAIRPERSON** must be a Director. Chairperson may be the **ADOPTED UNIT LIAISON (AUL)** or the **KCNL PRESIDENT**, if no other Director volunteers for the position.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. The Youth Programs Committee, under the direction of the Chairperson, shall perform the duties outlined in E through L, below. If a Youth Programs Committee is not formed, the Chairperson will serve as the Youth Programs Coordinator and perform the duties listed in E through L below and must be thoroughly familiar with the NLUS Youth Program Guide.
- e. Ensure all financial matters of the Committee (or Coordinator) are approved by the Directors
- f. Be the coordinator for NASK MWR Tailgate Socials and initiate youth events at tailgates
- g. Be the coordinator for NAS Kingsville airshow "Wings Over South Texas"
- h. Coordinate KCNL program relating to all presentations of the Theodore Roosevelt Youth Medal (certificates, gifts, hors d'oeuvres, Military Balls, etc.)
- i. Work closely with the Volunteer Coordinator to ensure presentations of Theodore Roosevelt Youth Medals and all youth events are fully staffed and/or attended
- j. Propose and/or initiate youth events, work closely with NAS Kingsville (NASK School Liaison), USS Lexington Museum staff, Sea Cadets, JROTC Cadets, Young Marines, and other youth organizations
- k. Be prepared to give a report at any meeting of the Board of Directors

## Kingsville Navy League Committees and Volunteer Opportunities

- I. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

### 4. NAVAL RELATIONS/SUPPORT COMMITTEE

- a. MISSION: to help the Board of Directors improve the organization by actively engaging the leadership of our Adopted Units to ensure their satisfaction with our organization and to ensure our KCNL members are engaged and satisfied with their involvement with the members of our Adopted Units.
- b. **CHAIRPERSON** must be a Director. Chairperson will normally be the **ADOPTED UNIT LIAISON**.
- c. Chairperson position should normally be held prior to any member holding the KNCL President position for full understanding of our support activity regarding our adopted units
- d. Chairperson may be the Chairperson for the YOUTH PROGRAMS COMMITTEE (if formed)
- e. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- f. The Naval Relations/Support Committee, under the direction of the Chairperson, shall perform the duties outlined in G through M below. If a Naval Relations/Support Committee is not formed, the Chairperson will serve as the Naval Relations/Support Coordinator and perform the duties listed in G through M below.
- g. Ensure all financial matters of the Committee (or Coordinator) are approved by the Directors
- h. Be the point-of-contact (POC) between our Board of Directors and Adopted Units
- i. Coordinate all aspects of our Sailors-of-the-Quarter and Sailors-of-the-Year program to include presentations, certificates, and gifts
- j. Coordinate Patching and Winging Ceremonies to include hors d'oeuvres, plaques, volunteers, and gifts
- k. Work closely with the Youth Programs Committee to ensure JROTC Cadets are supported
- l. Be prepared to give a report at any meeting of the Board of Directors
- m. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

#### **ADOPTED UNIT LIAISON (AUL)**

1. Be the point-of-contact (POC) between Board of Directors and our Adopted Units
2. Coordinate all aspects of our Sailors-of-the-Quarter and Sailors-of-the-Year program to include presentations, certificates, and gifts
3. Coordinate Patching and Winging Ceremonies to include hors d'oeuvres, plaques, volunteers, and gifts
4. Ensure all financial matters are approved by the Board of Directors
5. Be thoroughly familiar with the NLUS Sea Service Unit Adoption Guide
6. Assist in the coordination of NASK MWR Tailgate Socials and initiate youth events at tailgates
7. Assist in the coordination for the NAS Kingsville airshow "Wings Over South Texas"
8. Assist in the coordination of the KCNL program relating to all presentations of the Theodore Roosevelt Youth Medal (certificates, gifts, hors d'oeuvres, Military Balls, etc.)

9. Work closely with the Volunteer Coordinator to ensure all events are properly staffed with volunteers
10. Work closely with the Youth Programs Committee to ensure JROTC Cadets are supported
11. Be prepared to give a report at any meeting of the Board of Directors
12. Propose ideas for an Adoption of a new unit
13. Keep a record of names and biographies of current leadership of each Adopted Unit and regularly update the Board of Directors as Command leadership changes
14. Ensure members of our Adopted Unit leadership teams have your cell phone number and email address and you have theirs, ensure text messaging is an approved method of communication

## 5. **FINANCE COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by recommending to the Board of Directors effective spending techniques and spending programs (for our KNCL mission and budget effectiveness) and to maximize our financial support of our Adopted Units.
- b. **CHAIRPERSON** must be a Director. The Chairperson will normally be the **KCNL TREASURER**.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. The Finance Committee Chairperson shall have the following duties, E through N, listed below. If a Finance Committee is not formed, then a Volunteer Director (usually the KNCL Treasurer) may be appointed as the Finance Coordinator and will have the following duties, E through N, listed below.
- e. Ensure all financial matters of the Committee (or Coordinator) are approved by the Directors
- f. Coordinate closely with the Fundraising and Special Events Committee (if formed) for effective spending programs and budget preparation
- g. In the new year, recommend a motion to the Board of Directors to approve a "consent" slate of expenditures for the entire year to reduce the need to vote at every meeting, "consent" expenditures may include SOQ/SOY gifts and luncheon expenses for awardees, Patching hors d'oeuvres, plaques for Winged awards, plaques for TW-2 Instructor-of-the-Year and LSO-of-the-Year, Pilot-for-a-Day luncheon expenses, purchase of Theodore Roosevelt Youth Medals, and possibly others items as determined by the Committee.
- h. At the latest, begin working on the following year's budget in December
- i. Propose an annual budget to be approved by the Board of Directors in the new year, preferably in January during the Annual Meeting, but not later than the end of February
- j. Be the point of contact and coordinator for all KCNL Grant Applications (funds going out)
- k. Make recommendations to the Board of Directors regarding all KCNL Grant Applications and other KCNL expenditures
- l. Be the point of contact for all Foundations that are potential donors. Prepare all grant applications to Foundations including the Coastal Bend Community Foundation (USS Kingsville Legacy Fund), Ed Rachal Foundation, Gilcrease Foundation, and possibly others.
- m. Be prepared to give a report at any meeting of the Board of Directors
- n. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

## OTHER AD HOC COMMITTEES.

### 1. **NOMINATING COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by recommending a slate of volunteers that are interested in being elected as a KCNL Officer or Director and to ensure all members are treated with respect and void of embarrassment during any election process.
- b. **CHAIRPERSON** does not need to be a Director or a member. Preferably a member.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. Ensure all financial matters of the Committee are approved by the Board of Directors
- e. Be prepared to provide a report at any meeting of the Board of Directors
- f. Propose and/or initiate new programs/events to boost membership and Adopted Unit support
- g. Open nominating window from start of October regular meeting to start of December regular meeting for member volunteers seeking election as a KCNL Officer or Director
- h. Present a slate of Director nominations to the Board of Directors at the December regular meeting for election or re-election of Directors. Vet the nominations for the likelihood of being elected (to prevent embarrassment of fellow members).
- i. Present a slate of Officer nominations to the Board of Directors at the December regular meeting for election or re-election of Officers. Vet the nominations for the likelihood of being elected (to prevent embarrassment of fellow members).
- j. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

### 2. **MERCHANDISING COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by recommending effective programs to sell KCNL merchandise and to recommend new merchandising items for sale.
- b. **CHAIRPERSON** does not need to be a Director or a member. Preferably a member.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. Ensure all financial matters of the Committee are approved by the Board of Directors
- e. Be prepared to provide a report at any meeting of the Board of Directors relating to merchandising and “how-goes-it” on sales of KCNL products
- f. Propose and/or initiate new programs/events to boost membership and Adopted Unit support
- g. Be the point of contact for any merchandising partner, including Ultra Screen Printing and More, Jonathan Frank, or others
- h. Present proposals to the Board of Directors for all matters relating to merchandising of KCNL products for sale (t-shirts, mugs, tiles, canvas prints, decals, etc.) to maximize merchandising and fundraising potential
- i. Coordinate closely with Fundraising Committee on all matters relating to merchandising programs
- j. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

3. **FUNDRAISING AND SPECIAL EVENTS COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by being responsible for our organization's effective programs and special events to help raise funds for our KCNL 501(c)(3).
- b. **CHAIRPERSON** does not need to be a Director or a member. Preferably a member.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. Ensure all financial matters and grant applications are approved by the Board of Directors
- e. Be prepared to provide a report at any meeting of the Board of Directors
- f. Propose and/or initiate new programs/events to boost membership, Adopted Unit support, and fundraising potential
- g. Be the point of contact for all potential individual donors and corporate/business donors. Prepare grant applications if any of these donors require one
- h. Letters to donors shall have the approval of the Board of Directors. "Asking," "Thank You," and IRS tax-exempt letters/emails should be sent annually (coordinate with the KCNL Treasurer).
- i. Report all donations to the KCNL Treasurer and keep the President and/or Board of Directors informed on all donor activity
- j. Propose and initiate fundraising events while working closely with the Volunteer Coordinator, Merchandising Committee, and Finance Committee
- k. Coordinate with the Volunteer Coordinator to ensure all events are sufficiently manned
- l. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

4. **( Ship's Name ) COMMISSIONING COMMITTEE**

- a. **MISSION:** to help the Board of Directors improve the organization by being responsible to raise sufficient funds for any week-long slate of activities relating to the Commissioning of any vessel our organization elects to adopt.
- b. **CHAIRPERSON** does not need to be a Director or a member. Preferably a member.
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. A **COMMITTEE TREASURER** is required and shall be the **KCNL Treasurer**, or any certified accountant approved by the Board of Directors that is also a KCNL member
- e. Ensure all financial matters of the Committee are approved by the Board of Directors
- f. Follow to the law, the requirements outlined by the Commissioning Support Team (CST)
- g. Be thoroughly familiar with the NLUS Navy Ship Commissioning Guide
- h. Be the point of contact for the CST, the Ship's Commanding Officer, and their representatives
- i. Provide all donors an IRS donation letter and a thank you letter
- j. Give all donors all material or items that were promised as a condition of donorship
- k. Coordinate closely with the Adopted Unit Liaison to ensure a smooth adoption ceremony
- l. Work closely with the KCNL Treasurer and Board of Directors to open a separate "Commissioning Committee" bank account under the KCNL 501(c)(3)
- m. Be prepared to provide a report at any meeting of the Board of Directors
- n. Propose and/or initiate new programs/events to boost membership and Adopted Unit support



## Kingsville Navy League Committees and Volunteer Opportunities

- o. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

### 5. EXECUTIVE STEERING COMMITTEE

- a. Mission: To make executive and financial decisions to present to the Board of Directors for approval, or on rare occasions, make non-financial operational decisions without the Board's approval (but inform the Board of Directors on all matters to ensure their opportunity to make motions regarding the decisions of the Executive Steering Committee)
- b. **CHAIRPERSON** will normally be the President, and members will include the KCNL Officers
- c. **COMMITTEE SECRETARY** shall keep minutes of all meetings and keep the KCNL Secretary informed of all current committee members and list of committee rules if rules are adopted
- d. Ensure all financial matters of the Committee are approved by the Board of Directors
- e. Be thoroughly familiar with the NLUS Operations Manual which includes the National By-Laws, National Policies and Organization, Council Handbook Policies and Organization, and the Awards Manual, and if needed, be able to brief the Board of Directors on such matters
- f. Be prepared to provide a report at any meeting of the Board of Directors
- g. Propose and/or initiate new programs/events to boost membership and Adopted Unit support
- h. At the Annual Meeting in January, or within 30 days of disestablishment of the committee, whichever occurs first, the Chairperson may be asked by the Board of Directors to provide a (final/annual) report to the Directors that includes at a minimum, minutes of every meeting, lessons learned (best practices, successes, & failures), and financial/administrative matters.

**SUMMARY OF VOLUNTEER OPPORTUNITIES (blank)****20\_\_ Update**

OFFICE HOLDER, NAVY LEAGUE of the UNITED STATES		_____
DIRECTOR (13-18)	3-Year Term (normally)	_____
PRESIDENT	2-Year Term	_____
VICE PRESIDENT	1-Year Term	_____
SECRETARY	1-Year Term	_____
TREASURER	1-Year Term	_____
ADOPTED UNIT LIAISON (AUL)		_____
LEGISLATIVE AFFAIRS LIAISON		_____
VOLUNTEER COORDINATOR		_____
SOCIAL MEDIA COORDINATOR		_____
COMMITTEE CHAIRPERSON and SECRETARY		
<u>Membership</u>	Chair _____	Secretary _____
<u>Public Education</u>	Chair _____	Secretary _____
<u>Youth Programs</u>	Chair _____	Secretary _____
<u>Naval Relations/Support</u>	Chair _____	Secretary _____
<u>Finance</u>	Chair _____	Secretary _____
OTHER AD HOC Committees		
<u>Executive Steering</u>	Chair _____	Secretary _____
<u>Nominating</u>	Chair _____	Secretary _____
<u>Merchandising</u>	Chair _____	Secretary _____
<u>Fundraising</u>	Chair _____	Secretary _____
_____	Chair _____	Secretary _____
COMMITTEE MEMBER		_____
MEMBER (Donor)		_____
MEMBER (Active/Volunteer)		_____
MEMBER (Inactive)		_____
NON-MEMBER VOLUNTEER		_____
NON-MEMBER DONOR		_____