



BIOGRAPHY

UNITED STATES NAVY
SUBMARINE SERVICE

ANDRE' L. CASTLEBERRY – TREASURER MEMBERSHIP CHAIRMAN OFFICER AUTHORISED TO RECEIVE MAIL

DUTIES: Chapter 17's Treasurer "... holds the funds deposited with him/her and pays them out when approved by the chapter. All financial disbursements of the chapter must be made by check. All checks must include the signature of at least two officers. There should be no debit or credit cards utilized by a chapter.

He/she shall keep a system of accounts approved by the chapter and shall preserve all receipts and checks or vouchers for payments made. He/she shall render a monthly report of receipts and expenditures to the chapter no later than the first regular chapter meeting following the last day of each calendar month. This form can be downloaded from the membership website.

An Annual Financial Report shall be submitted to the National and Department Headquarters within ninety (90) days after the close of the department/chapter accounting year ending June 30. Departments/ chapters having gross incomes below \$10,000, excluding membership per capita, are no longer required to submit a report to National Headquarters.



The Membership Chairman has 4 main responsibilities:

Recruitment

A membership chairperson is responsible for the identification and selection of new members. The membership chairperson may host special events for the sole purpose of meeting and greeting prospective members and this role may also issue letters of invitation to suitable membership candidates. Marketing the benefits of organizational membership is a key duty for this committee role.

Outreach

Reaching out to existing members is another primary responsibility of a membership committee chairperson. Hosting events for members, raising awareness of the value of their membership and retaining existing

members are other responsibilities in this committee portfolio. The membership committee chair also issues surveys and learns about the needs, issues and desires of members.

Policy and Bylaws

A membership chairperson develops, maintains and leads change related to the administration of membership-specific policies and bylaws. Researching similar policies in like-minded organizations and coordinating policy and bylaw reviews form a part of the administrative duties of the membership chairperson.

Committee Management

A membership chairperson leads the official membership committee for the organization. He appoints a note taker, ensures minutes from meetings are filed appropriately and liaises with committee members in an effort to ensure all action items are completed. This chairperson may also sit on other committees or manage special committees related to major membership events. “

ABOUT:

Where were you born and raised?

Gainesville, GA

Civilian Education

BS Computer Science (Fort Valley State Univ)

MA Computer Info Systems (Webster University)

Military Service

US Navy Submarine Force (23 years)

Civilian Work Experience

Cybersecurity Consultant

Family

Married to Mrs. Andre Cheek-Castleberry

2 Sons: Marcquel (26 years old) and Jeremiah (20 years old serving in the Marine Corps)

DAV Offices Held

Commander

American Legion Offices Held

Commander

E-mail Addresses

alcastle1@gmail.com

Telephone Number

678-200-4137

Fax Number

N/A