

CHAPLAIN

I. STATEMENT:

The Chaplain or an assigned representative shall open all general meetings with an inspirational thought and the Pledge of Allegiance. The Chaplain is appointed by the President with the approval of Executive Board.

II. DUTIES:

- A. To attend all general meetings of the Council.
- B. To be familiar with WSLC Bylaws and General Membership Standing Rules.
- C. To choose participants from a variety of organizations.
- D. To keep track of the deaths and severe illnesses of the Women's State Legislative Council members and to inform the president.
- E. To send cards of sympathy, get-well, etc as directed by the President.
- F. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

III. PROCEDURES:

- A. Instruct the member participant to make an early appearance at the general membership meeting of the council and to advise the Chaplain of her arrival.
- B. Have in her possession at the general membership meetings the names of the member presenting or their representatives.
- C. Present to the President in advance of each general meeting the name of the presenter and the name of her organization to be included in the agenda.

IV. BIENNIAL REPORT:

A report of the work of the chaplain to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and remaining three (3) to be distributed to the President, Recording Secretary, and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted July 2013

Adopted March 19.2014

