



American Gold Star Mothers, Inc.

Position Description: Chaplain

JOB DESCRIPTION: Shall open all meetings with prayer and perform such other services as she may be able to render as Chaplain and shall present a report of her activities for the preceding year at the annual convention. She shall be Chair of the Convention Memorial Service and write the memoriam column for "The Gold Star Mother." She shall perform other duties as assigned and at the request of the National President.

SUMMARY OF ESSENTIAL FUNCTIONS:

- Serves on committees as assigned by the National President
- Receives and verifies all death notices
- Submits date of death, Chapter and Department information for each newsletter
- Keeps a record of "next of kin" information if available and sends a newsletter to the family when their loved one is memorialized
- Notifies the NSO of a member's death
- Assists the President with the planning, preparation of the written program, set up and conducting of the Memorial Service at National Convention
- Must be comfortable to give spontaneous prayers, when asked to do so
- Sets up the altar for all NEB meetings and at the National Convention with assistance from the Sgt-At-Arms
- Responsible for the draping of the Charter if a PNP's death occurs since the last National Convention

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.