

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: CIVILIAN COMMITTEE CHAIR

PURPOSE: To organize civilian activities at events and to advise members on clothing, etiquette and scenarios. To provide a venue for communication and interaction of civilian members.

AUTHORITY: Elected by the civilian membership with approval of the board

TERM: 1 year

DUTIES:

1. Chair meetings
2. Facilitate planning meetings
3. With the committee, plan and coordinate activities during events for civilians
4. Identify and coordinate special projects such as sewing groups, and other activities
5. Report monthly to the board on progress/needs/financial needs