

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

TITLE: MILITARY COMMITTEE CHAIR

PURPOSE: To lead and drill military troops and coordinate actions with civilian membership of the unit.
To assist new members in selecting and presenting an authentic kit

AUTHORITY: bylaws: elected by the military membership with approval of the board.

*Must have served as an NCO

TERM: 1 year

DUTIES:

1. Chair meetings
2. With the committee, plan and coordinate activities for the military during events
3. Act as liason with the Battallion/Brigade staff before and during events
4. Schedule/facilitate drill for military members
5. Instruct NCO's
6. Maintain authenticity and safety standards within the ranks
7. Lead troops at events
8. To coordinate and make certain relevant communication takes place with other areas of the corporation during events
9. Coordinate logistics for events i.e. ride sharing
10. Provide "after action" reports
11. Report monthly to the board on progress/needs/financial needs