

## COLONEL WILLIAM GRAYSON Chapter

### FUTURE NEEDS

As our Chapter celebrates a Ten Year Anniversary some of our members are looking forward to reducing their involvement in Chapter Affairs. In particular, four members have been doing their jobs for extended periods of time, some since joining the Chapter. Volunteers are requested to come forward to work with these members to assure a smooth transition prior to the end of Calendar year 2017. Positions include:

**Chapter Program Handouts:** Incumbent Jim Logan

Coordinates with the Chapter Vice President, Patriot and Compatriot Grave Marking Chairman, and other chapter officers or committees as required, to prepare and produce Program Handouts for chapter meetings and events. Programs are produced using Microsoft Word. The incumbent maintains the Program format and retains one copy of each program produced for delivery to the Historian at the end of each calendar year.

**Chapter, VASSAR & NSSAR Certificates:** Incumbent Owen Jacobs

The incumbent prints Certificates for presentation for a variety of occasions requested by various Chapter officers or committee chairman. All certificates are approved by the Chapter President. Certificates are printed either on NSSAR stock with embossed gold seal, or on high quality paper. Certificate formats and software to tailor and manipulate names and enter the occasion for award are maintained by the incumbent. Certificates are produced using Microsoft Word. Digital copies of all certificates printed are maintained and delivered to the Historian at the end of the calendar year. Periodic reports are made to the Chapter USS Stark Memorial Award coordinator and to the Chapter Americanism Report coordinator. The immediate need is for a person with good computer skills and knowledge of how to format color and black & white printers to print a variety of certificates as back-up for the incumbent. The incumbent will retain the job, train a replacement, and provide formats on a disk. The additional person will provide depth, back-up and ability of the Chapter to meet increased demand as Membership increases.