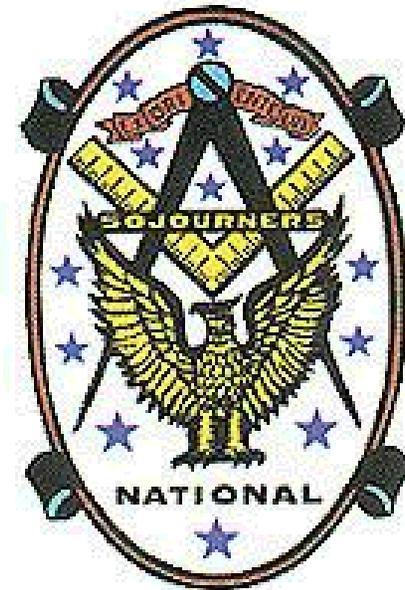


NATIONAL SOJOURNERS, INC.

National Line & Staff Officers

*Handbook for those elected and appointed or
considering running for N3VP*



This Handbook is a compendium of input from the
2014 - 2015 National Line Officers and Past National Presidents.
Inaugural Edition ~ June 2010 ~ update June 2014

Serving The Order

With Pride and a Vision of Excellence

Table of Contents

General information	2
National President	4
National President Elect	4
National 1st Vice President	5
National 2nd Vice President	6
National 3rd Vice President	7
National Secretary/Treasurer	7
National Chaplain	7
Hot Buttons	8
What's the job and what's expected for N3VP	11

To wrap things up, here are a few items to consider. These responsibilities take time and one needs to develop an annual plan and calendar for each year in line, especially the year of National President. Be careful to reserve important personal, family, and holiday dates in advance and work around them. Remember this is a five year commitment which takes dollars. Your personal budget commitment to the position will generally dictate how much travel you perform on behalf of the order over and above the required annual meetings. You should plan ahead and consider the fact that at the very minimum you will spend \$25,000 and probably quite a bit more during the five years in the Line. Remember that only \$2,000 of your expenses will be reimbursed by the order during your year as National President. Plan on visiting as much as you can and include your lady in those visits. She has an important role in greeting, socializing and explaining your programs to the ladies in attendance both before and after the meeting. Keep good records and receipts as all of your official expenses during the first four years, and all during your year as National President over and above the \$2,000 reimbursement are tax deductible.

Finally, suggest that you interview a few Past National Presidents about their year for more details on time, cost, and lessons learned. Also, consult with a few senior Sojourners and make them your mentors and sounding board for your plans.

National Trustees. One of the Trustees is elected to be the Board Chairman. Key here is the identification of individuals who have the expertise that is necessary for the conduct of business that NASOCOCO requires. Appointment of these individuals by the Line Officers helps in the establishment of progression of individuals that will be available at the time the individual doing the appointment is in the driver seat, i.e., National President.

The National President is the face of the order while serving his year. He becomes the “Grand Visitor” when he visits chapters, encampments or any other Masonic body. He should be familiar and comfortable with the Installation and New Member rituals as he will be called upon to officiate often.

One additional officer of the order is extremely important to the officers and membership. He is the National Secretary/Treasurer. The National Secretary/Treasurer is our Chief Operating Officer. He is the one that keeps us on the track. He is constantly in contact with the Chapters and is the focal point for all questions that a Chapter might have. He also has oversight for the National Resale Activity which produces revenue for the order. Without this income we would be lacking for funds. Close contact with the individual who occupies this position is a must as he is the Corporate Memory of the order. If anyone has questions, contact him.

Who Are We

The National Sojourners National Line Officers serve the entire National Sojourners organization as the senior leadership who provide the direction of the Order. Ideally, the National Sojourners Line Officers work together in close harmony to ensure to the fullest extent possible that the good of the Order is paramount to individual agendas.

The National Line is composed of three National Vice Presidents (N1VP, N2VP, and N3VP), the National President-elect (NPE), and the National President (NP). The delegates at a National Convention (ANC) elect the VP’s and NPE for a period of one year. The NPE by definition becomes the NP.

The Line works directly with and receives advice and recommendations from the Trustees, Committee of 33, Past National Presidents, and the other National Committees of the Order.

No topic is outside the scope of the Committee of 33, although the results of a given tasker may result in referral to another committee or subordinate body of the organization. Where the Committee’s findings are a departure from existing Regulations or By-laws, the result of a tasker may be to submit a Resolution for consideration by the delegates of the National Convention.

Taskers are presented to the Committee of 33 for research, development and recommendations. These taskers may suggest policy changes, operational shifts, or changes in organizational Regulations in the By-Laws. Taskers typically come from the NP or NPE, but members of the Committee of 33 can present taskers for consideration. Likewise, any member of the National Sojourners organization can present a tasker.

We Serve Our Chapters and Members

The National Line Officers follow all National Regulations in their daily business with a focus on Natl Reg 6.2. The standard business practice is to meet at the National Convention and the Mid-winter Meeting (MWM) of each Sojourner Business Year. The Line meets also with the Trustees in early October.

Conceptually, we point ourselves in the right direction through our annually updated five year *Strategic Plan* which contains priorities for success in membership, operations, finances, outreach etc.

Clarity of vision comes through working together as a Line of National Officers with counsel from Past National Presidents, other National Officers, the Committee of 33, and also awareness of the members' needs and opinions.

We strive to be objective. The reports from our Area and Regional Representatives provide essential input to the Line officers. From the nuances of their geographical coverage they give us quality assessments to recognize properly how to handle areas that need attention to ensure a quality, growing organization.

Who Drives the Train

The duties of each office are dynamic and at the direction of the NP except where defined by National Regulation. To further continuity the following responsibilities apply.

NP:

Our Chief Executive Officer. Predominantly, he has contributed to the foundation of the *Strategic Plan* for his year, in which the *Goals and Objectives* (G&O) have been clearly defined and are present for all to see through several media, especially the National website. He tasks his Line Officers to execute them often through the Chairs of the National Committees while assessing the successes and the failures so the next iteration of the Plan can be refined and made ready for

Attending the Area and Regional Representatives meeting and enjoining them to assist in getting the word out on awards are a must. Close coordination with the Publications Review Board and the National Secretary is necessary to insure that all publications are accurate and correct and are within the extent of the law. The committee also reviews and scores Chapter Newsletters and selects a winner each year. The N1VP must get involved with the process. Being the CLMA Liaison requires that you are aware of the position of CLMA and that each Chapter has an appointed CLMA Liaison, usually the 1st Vice President. CLMA has training and support program for each Chapter liaison is on their web site. Familiarity with their web site will allow him to assist any Chapter Vice President who requests support.

The National President Elect is the next in line to take over the order. He has oversight responsibility for the Area and Regional Representatives. These individuals are the key to determining the health and welfare of the order. Close contact with them is a necessity and to make sure all areas are covered is a must. He must insure that each one submits his report for the Mid Winter Meeting as well as the Annual Convention. The scoring system used is the key to determining the overall health of the organization and the status of the individual Chapter. If a low score is presented by Regional Representative, determining what needs to be done is a key to the survival of the Chapter. Close coordination between the Area Representative and the Regional Representatives with the Chapter Revitalization and Chartering Committee is an extremely important piece of the equation. The Chapter and Revitalization and Chartering Committee is available to assist any Chapter who is having difficulty and needs assistance. Another area for the National President Elect is NASOCOCO. Although it is a separate organization, it falls under the umbrella of National Sojourners as it is the Corporation that overseas and, if necessary, can conduct the Mid Winter Meeting or the Annual Convention. It has its list of officers and has a Board of Governors which is comprised of the

Reviewing those items that the Gifts and Bequests Committee have taken into consideration may result in obtaining funds for the operation of National Sojourners. Think about what guidance could be given to this committee. The Fraternal Relations Committee, as noted above, is deeply involved with the Conference of Grand Masters. Duties here include setting up the breakfast, coordinating with the Chairman of the Fraternal Relations Committee to determine attendees, preparing the presentation to be given at the breakfast and insuring that all the National Line Officers are operating from the same plan when it comes time to perform.

The National 1st Vice President has the major job of making sure that the other Vice Presidents are tutored so that they are ready to assume the next position. But he too has committees to oversee. They are Americanism, Incentives and Awards, Publications Review Board and Collingwood Library and Museum Liaison (CLMA). Close coordination with the Americanism Committee is a must if our Youth Leadership Conferences (YLCs) are to be successful. Freedom Foundation at Valley Forge and Military Order of the World Wars are two of the important programs. This committee requires a strong chairman and the N1VP is charged to insure that one is assigned. Working relations with other patriotic programs are also a necessity of this position. As the President you may be expected to attend the Freedom Foundation at Valley Forge. Ensuring that the brothers are recognized for their efforts is essential. That is the challenge of the Incentives and Awards Committee. Challenging the Chapters to submit individuals for recognition is a main stay of this program. Involvement with Chapters pointing out that recognition should be properly presented, publicly and with flare.

execution at the next administration. The NP has work to do, while being our Number One Emissary. He has oversight for:

1. National Trustees

As National President-Elect (NPE) he established and got financial endorsement of his programs. As NP he ensures the fiscal soundness and viability of the G&O's he has put in place.

2. Committee of 33

As NPE, he delivered his Taskers that either were an imperative to his year as NP or that were of need to the organization for its continued improvement. Presumably, they had suspense dates that permitted decision-making and implementation for the refinement of his year as NP. He maintains diligence over current activities to ensure timely, necessary action. As he begins his year, one of his first duties before leaving the ANC is to install the Committee of 33 Chair, Vice Chair, and Secretary/Treasurer, who are elected from within by the Committee of 33 members.

3. Nominating Committee

In very close coordination with the Committee Chair and National Secretary, he ensures the Committee is ready for business at the ANC. As the Number One Emissary of National Sojourners, he will spend considerable time visiting with the Chapters of the Order and attending other Masonic Orders' special events to advance our name and our contributions to the community of Masonry and society in general. These responsibilities necessitate a very close communication with the National Secretary and the NPE.

NPE:

While our NP is advancing our objectives through visitations, the NPE is keeping close coordination with the National VP's. Collectively, the pulse of the Strategic Plan is being monitored for weak components, failures and newly identified issues.

This scrubbing needs to be complete and ready for roll-out at the National Convention following his installation as NP. Close contact with the NP and NS ensure the continued progress of the organization while observing his oversight areas and preparing for the coming year. While at the MWM, he must collect as much information as possible on names for the Area and Regional Representatives' positions and for the Chairs and members of each of the National Committees except the Committee of 33, who are elected from within at the ANC. He has oversight for:

1. Area & Regional Representatives

These positions are similar in responsibility and position as District Deputy Grand Masters and may be the most important group in the organization. They keep a regular vigil over the viability and effectiveness of the order at the chapter level. The NPE must monitor and excite these members to fulfill their appointed duties so our Order remains strong. Their regular and timely reporting to the chair of the National Chapter Chartering and Revitalization Committee and the National Secretary with a copy to the NPE as prescribed in the Natl. Regulations is essential and is prompted by the NPE when necessary.

2. Chapter Revitalization and Chartering

In close coordination with the Area & Regional Reps. and Zone Reps, the committee's name speaks for itself. Because the National Secretary is the best person to make the assessment of our Order's strength from his daily contact with Chapter officers and the Reps the NPE and National Secretary must communicate regularly.

The oversight individual is responsible to see that each committee performs its function in accordance with by laws, regulations, policy letters and administrative orders. To do so one must become familiar with the documents. To provide insight into some of our responsibilities, a brief discussion of these responsibilities follows.

Starting out the National 3rd Vice President has oversight of the Bridge of Light Committee and the Education and Training Committee. The Bridge of Light Committee is very important to the order as it is the avenue with which we get the word out to our Blue Lodges. The N3VP meets with this committee at both the National Convention as well as at the Mid-Year Meeting. He keeps his finger on the pulse of this committee so that pertinent information is distributed to the Chapters. The Education and Training Committee is responsible for what its name states, educating and training our members in what we need to get across to our members. Making sure that the documents this committee is handling is accomplished in a factual and expeditious manner means timely education. Staying on top of both these committees will ensure that we are getting the word out to the membership.

The National 2nd Vice President picks up additional duties but for different committees. These committees are Membership, Gifts and Bequests and Fraternal Relations. Staying on top of the Membership Committee is key to our survival. Membership is paramount as we must continually obtain new members to replace those who have gone to the "Celestial Lodge Above". Input to the Membership Committee may be the key to their success. Close contact with the Chairman of the committee is a must.

One should also become familiar and cordial with the Grand Line officer who will be in place during one's tenure as National President. Becoming acquainted with these individuals will make a more comfortable situation during your term of office.

The National Line has established Oversight Responsibilities of the various committees and has assigned specific committees to each officer. The following is a list of those that are assigned.

National 3rd Vice President – N3VP
Bridge of Light
Education & Training

National 2nd Vice President – N2VP
Membership
Gifts & Bequests
Fraternal Liaison

National 1st Vice President – N1VP
Americanism
Incentives and Awards
Publications Review Board
CLMA Liaison

National President Elect – NPE
Area & Regional Representative
NASOCOCO
Information Technology Committee

National President – NP
National Trustees
Committee of 33
Nominating Committee

3. NASOCOCO

Oversight of NASOCOCO is among the most challenging of requirements. Its complexities need constant monitoring to ensure well established and timely communicated meeting schedules for MWM and ANC. Ideally, contracts should be signed two years in advance of the events. Learning the process will lead to understanding of the process for his MWM and ANC.

4. Information Technology Committee IT is very important to the order as it is the avenue with which we get the word out to our Blue Lodges. Keep a finger on this committee so that pertinent information is distributed to the Chapters. Oversight here requires that all information that is placed on the site is accurate and timely and is usable by the membership. Staying in close touch with the Web Master will ensure that this function survives. Constantly checking the web site will ensure that the information is accurate.

N1VP:

As the senior VP, he takes the lead in mentoring of the more junior NVP's. Further, he brings the input of the other VP's together so the NPE and NP have one summary of the issues at hand. The NPE and NP then take the lead discussion of any issue(s) that warrant extended attention by the line. Topics that affect the Strategic Plan are paramount.

He has Oversight for:

1. Americanism Committee

Patriotism is what we are about and commands priority attention. The recommendation for a strong chair will be made by the N1VP during or following the MWM. Monitor the National Essay Contest. Ensure that the curriculum for the Youth Leadership Conferences (YLCs) is what we expect and want at joint and Sojourner

sponsored YLC's. Validate that our working agreements with other patriotic organizations, e.g., MOWW, MSA and SAR, achieve our objectives. National Sojourner should have representation at each YLC and at the Freedoms Foundation at Valley Forge YLC (FFVF). At these venues an appearance by the National Commander of Heroes of '76 or one of his officers in dress Colonials would make a nice impression.

2. Incentives and Awards

Ensuring that our Brethren and our ladies are properly recognized for their effort is essential. Attendance by the Area and Regional Representatives at chapter meeting to present awards and other forms of recognition elevates pride in the Order. Encouraging the representatives to cause chapters to submit recommendations for awards is vital.

3. Publications Review Board

Because our publications manifest our integrity as an order insight is required. By working closely with the National Secretary this job can be easy

4. CLMA Liaison

National Sojourners' physical headquarters necessitates a continued supportive relationship with CLMA, which has its own training and support programs for Sojourner Chapters' liaisons. Work with Area and Regional Representatives to ensure every chapter has an informal liaison who knows how to connect with the CLMA website and works to promote CLMA.

N2VP:

From experience, he continues to diligently learn and educate others to impact our order with integrity. He is a mentor to successors.

Now that the basics have been established, let's consider other areas that one needs to consider. You are looking at a five (5) year commitment to National Sojourners from 3rd National Vice President through National President. Each office along this path requires an increase in involvement from the individual in order to perform the required duties.

The National Line Officers follow all National Regulations with a focus on National Regulation 6-2 in its daily business. Read this document and reflect on the requirements of each position and how you would anticipate performing in each position.

Let's review what is required at all levels. Naturally, attendance at each National Convention, Mid-Year Meeting, Conference of Grand Masters and National Executive Committee Meeting and Mid-Year Meeting is a must for all officers. None of the individual officers receive any compensation for attendance at any of these events. Nor do they receive any compensation for any other function that they may attend. Therefore, it is extremely important that you factor in the financial aspects of this undertaking. The National Line has made a commitment that all would attend the Conference of Grand Masters where National Sojourners in coordination with the Fraternal Relations Committee present a program of interest to sitting Grand Masters and others at a breakfast. It is here that close ties with our Blue Lodges take place and the National Sojourners are present to provide information to the Grand Lodges of what we have to offer the Blue Lodges. Here again, the financial aspects of the National Line come into play. Only the registration fee is funded by National Sojourners and all other expenses are borne by the individual Line Officer.

**PLANNING CONSIDERATIONS FOR
THE OFFICE OF NATIONAL PRESIDENT
NATIONAL SOJOURNERS, INC.**

In the past there has never been any information that would assist an individual who was considering, or had been approached to consider, running for 3rd National Vice President. It is the intent of this document to provide information on which to base a logical decision as to whether or not to run for the National Line.

We must first start out with the basic information about qualifications to be considered for the National Line. National Regulation 6-1 is the guide for determining the qualifications. It is recommended that this particular regulation be read in its entirety. The selection of a candidate is based on the minimum requirements which are:

- a. A minimum of ten (10) years of continuous active membership in National Sojourners. (May be changed at ANC in Austin)
- b. Served honorably as a Chapter President and Commander of a Camp of Heroes of '76.
- c. Served a minimum of two (2) year on a National Committee elected or appointed, and/or served two (2) years as an Area or Regional Representative. Service as a member of the Committee of 33 is desirable.
- d. Have attended three (3) National Conventions and two (2) Mid-Winter Meetings.
- e. Demonstrated qualities of leadership, tact, and teamwork in his military, civic, business or Masonic service.
- f. Be an Active Member in National Sojourner, Inc.
- g. Be prepared for the financial burden associated with the travel required to satisfy additional responsibilities.
- h. Upon being nominated receive a determination of "Qualified" from an interview by the Nominating Committee.

He has Oversight for:

1. Membership

Concentration on retention is as important as recruitment. Creative strategies will further both. Explore all available options to attract new members and meet the needs of existing ones. Always keep the Line aware of efforts and results.

2. Gifts and Bequests

Presenting the great message of our Order with excitement will get the returns of gifts and bequests to us rather than to another organization. Work toward: Consider and arrange a mechanism for end-of-life bequests or memorials for members and family or friends. Help the NP succeed in this SEM Fund campaign by selling pins, coins, etc. Offer to assist the NPE to develop his pin, coins, etc. before or at the MWM. This allows for requisition, production time and availability at the ANC following his installation. This process should be coordinated with the National Secretary or he can coordinate by himself.

3. Fraternal Liaison

To provide outreach about our Order we extend beyond to Grand Lodges and other orders. The chair of the Fraternal Liaison Committee will plan and supervise the execution of the Fraternal Liaison Breakfast presented at the Conference of Grand Masters In North America (COGMINA). Close coordination with the National Secretary will get the Sojourners display unit to the city of the COGMINA where the local chapter(s) is responsible for staffing the display with the commitment of the Line Officers to be present during the presence of the display. Again use *Plan Of Action & Milestones* (POA&M) and Pass Down Log (PDL). This initiative should focus on COGMINA.

N3VP:

Welcome aboard. Be sure to teach your successor how to manage the Ankle Breakers ceremony for repetition for next year.

He has Oversight for:

1. Bridge of Light

The BOLs focus on what we can do for our Grand Lodges, their constituent Lodges, and the Appendant Bodies both adult and youth. This committee supports all patriotic aims and activities in Masonry and promotes Americanism and patriotism in all ways possible.

The focus is communication within the Masonic Community and its appendant organizations. Ensure that there is a connection at every level to reach our Masonic relations.

2. Education & Training

This is one of our most critical committees working to improve and support chapter officers and Area and Regional Representatives. We must keep abreast of every aspect of our Order's objectives and the improvements we make to that end. Coordination is essential with the Area and Regional Representatives who must be taught first and encouraged and equipped to reach all chapters with essential training to fulfill our goals.

National Secretary/Treasurer (NS/T):

He is Chief Operating Officer who must know the encompassing in's-and-out's of the National Sojourners. His responsibilities transcend the National Regulation(s) as he also serves as the Adjutant, Heroes of '76, in much the same capacity as the Secretary with no need for accounting.

- ✓ YLC Campaign – establish thresholds and publish donors in The Sojourner.
- ✓ Order of Ceremonies – give the Pronouncement of National Sojourners at Opening of sessions, if NP wishes.

N3VP:

- ✓ *the Ankle Breakers*
 - ★ *You will be contacted by a PNP in advance of preparation for the ANC. Costs will be paid by him so keep receipts of necessary preparation items you must get.*
 - ★ Obtain in advance the recipe for the grog and the needed supplies.
 - ★ Work with N3VP-Elect to have good ceremony. Typically, be ready to entertain NLT 1700 hrs.
 - ★ Keep a sharp eye on the cups.
- ✓ Nomination – Get your form for the next position in to the NS/T.
- ✓ Coordinate with NASOCOCO on your MWM and ANC host chapters
- ✓ Order of Ceremonies – give the Toast to the Flag at Opening of sessions, if NP wishes.
- ✓
- ✓ In-House –
 - ★ Coordinate the National Line Ad for the AANC Program Book
 - ★ Gift – Get the gift for the NP which is presented at the ANC; coordinate with NP's First Lady.
 - ★ Get bill for First Lady's gift from NPE, and consolidate expense. Bill each Progressive Line Officer proportionate amount.

NS/T:

- ✓ Too many to mention – trust him, but keep him straight.

✓

Natl Chap:

- ✓ *Candlelight Memorial Service* – Have the Kit at ANC.

- ✓ Nominations – get Area and Rgnl Reps and Committee Chairs firmed up and to NS/T NLT COB February.
- ✓ Award – you are the primary source of nomination for the Memphis Cup. Tell the NP your choice.
- ✓ Reports – prompt your Area and Rgnl Reps to get them in on time.
- ✓ NASOCOCO – be ready for your appointments.
- ✓ *Mentor the new N3VP – he'll appreciate it and need it.*
- ✓ In-House ~
 - ★ Be ready for your National Convention, all of it from dinner to business.
 - ★ Prepare and share your plans and programs for your year with the PNP's.
 - ★ Get the gift for the Natl First Lady which is presented at the ANC; coordinate with NP. Give bill to N3VP who will consolidate expenses for billing.
 - ★ Coordinate the PNP Plaque for the out-going NP.

N1VP:

- ✓ Nomination – Get your form for the next position in to the NS/T.
- ✓ Order of Ceremonies – give the *Purposes* of National Sojourners at Opening of sessions, if NP wishes.

N2VP:

- ✓ Nomination – Get your form for the next position in to the NS/T.
- ✓ Gifts & Bequests – offer to assist the NPE in the development of his NP's Pin, which supports the annual SEM Fund Campaign.

He has Oversight for:

National Resale Activity

The keeper of the items for sale is the NS/T. He advises the Resale Board who make determinations of the needs of the membership and its constituent Chapters.

National Chaplain:

Keep us ever mindful of our duties to God, our Brethren and Ladies, and what is right in the world. We need you to help us lead. To pay homage to those who have gone before us, be prepared to conduct your *Candlelight Memorial Service* by having at the ready the kit of items needed, e.g., candlesticks, candles (red, white, and blue), matches, and the prayers cards of symbolism for each color of the candles.. The National Secretary will have the Holy Book and medal in place. Where duty calls, take care of those Heroes, too.

National Staff Judge Advocate, Surgeon, and Historian:

Your guidance is clearly stated in Natl Reg 6.2.

By The Numbers

The National Line & Staff Officers follow all National Regulations, with a focus on Natl Reg 6.2, in its daily business. All have formidable jobs and the National Regs, Admin Orders and Circulars will serve well in making intelligent decisions, but nothing can replace consensus. Seek advice and counsel from your counterparts in the Line and the Has Beens – they have traveled the road and are an invaluable resource. And ...

REPORTS ! National Line & Staff Officers

Those listed above must submit their Reports to the National President in advance of the ANC. Be ready to respond to the National Secretary's prompt to submit reports.

Now, take a look at the **HOT BUTTONS** – bullets specific to you.



HOT BUTTONS

ALL:

- ✓ Reports – ensure Reports are ready for the end of the MWM using MWM business and ANC ready 01 May. Introduce your Committee Chairs for their Reports.
- ✓ Oversight –
 - ★ share all findings and input with all Line Officers to ensure overall improved functioning,
 - ★ give NPE your thoughts about keeping or changing appointments.
- ✓ Mentor – work to help all Committee Chairs and Representatives become more effective.
- ✓ Service to the Craft -
 - ★ Attend your home Grand Lodge’s Grand Annual Communication as National Line Officer. Get the progressive GL Line into our Order.
 - ★ Attend the Conference of Grand Masters In North America (COGMINA).
- ✓ Presence – Be at Area Conferences and Encampments as well as Chapter meetings wherever possible.

NP:

- ✓ Service to the Craft – attend or have representation at all National-level appendant body meetings where invited.
- ✓ Protocol – ensure Grand Officers visiting our MWM and ANC have personal escorts as appropriate.

_First-Timers – be FULLY engaged. Greet and be attentive to these Brethren personally.

- ✓ In-House – let your National Commander of Heroes know you are supportive and willing to assist. Coordinate with your National Officers, Committee Chairs, Representative, etc.
- ✓ Order of Ceremonies – have a copy and be familiar for both the MWM and ANC. Conduct the sessions.
- ✓ Awards – remember, you are the sole person to select the Houghton Memorial Award. Keep tabs on Hon. 3rd Lt., USMC; and other awards to avoid surprises.
- ✓ CLMA – remember, you are an “ex-officio” Director at a minimum. Help CLMA.
- ✓ FFVF – *plan on going to the Spirit of America Youth Leadership Conference in July or get a National Line officer to represent you.*

NPE:

- ✓ Cof33 Taskers – get them to Cof33 timely, so results are ready upon taking office as NP.
- ✓ Order of Ceremonies –
 - ★ Have a copy and be familiar for both the MWM and ANC as backup to NP.
 - ★ lead the Pledge of Allegiance at Opening of sessions, if NP wishes.