

*Military Order of the Loyal Legion  
of the United States*



**COMMANDERY-IN-CHIEF  
OFFICERS AND COMMITTEES  
JOB DESCRIPTIONS**

December 2009

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

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**PART 1: ELECTED OFFICERS**

## **JOB DESCRIPTION FOR COMMANDER-IN-CHIEF**

### **Purpose:**

The purpose of the office of Commander-in-Chief is to serve as the chief executive officer of the Military Order of the Loyal Legion of the United States, to provide direction to the Commandery-in-Chief's operations, and to promote the goals and objects of the Order.

### **Activities:**

The activities of the Commander-in-Chief should include the responsibilities listed below.

Become familiar with the Commandery-in-Chief's Constitution and By-Laws.

Preside at all meetings of the Commandery-in-Chief, Board of Officers, and Executive Committee.

Appoint for a two-year term the following Commandery-in-Chief officers: Chief-of-Staff, National Historian, National Webmaster, National Membership List Coordinator, National Membership Contact, National Quartermaster, Editor-in-Chief of the *Loyal Legion Historical Journal*, Washington D.C. Representative, and other officers as needed.

Appoint for a two-year term Companions (including chairmanships) to the following Standing National committees: Audit, Nominations, Finance and Budget, Membership, Constitution and By-Laws, History, Historic and Preservation Grants, Lincoln Death Day Observance, National Meetings, and Internet.

Appoint for a two-year term Companions (including chairmanships) to the following Special National committees: Civil War Sesquicentennial, Civil War Library and Museum, Job Descriptions, and other Special Committees as needed.

Serve as an ex-officio member of all Standing and Special National Committees.

Serve as a Trustee on the Loyal Legion Memorial Fund.

Ensure that all Commandery-in-Chief elected and appointed officers and committees do their jobs during the year.

Remove Companions from appointed Commandery-in-Chief offices and committees as necessary.

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Execute, in conjunction with either the Recorder-in-Chief or Registrar in Chief, all contracts on behalf of the Commandery-in-Chief.

Approve all expenditures by the Treasurer-in-Chief except those for the normal routine expenses of the Commandery-in-Chief consulting with the Executive Committee when appropriate.

Recognize annually those Companions who recruit three or more new Hereditary Companions with a Certificate of Merit and medal.

Participate in the following national ceremonies: Remembrance Day (Gettysburg - November), Lincoln Birthday Commemoration (Washington, D.C. - February), and Lincoln Death Day (Springfield - April).

Represent or designate an alternate to represent the Commander-in-Chief at meetings, events, and ceremonies sponsored by other societies and organizations to which the Commander-in-Chief is invited.

Visit during the year as many Commanderies as possible.

Prepare a letter in the fall of each year soliciting contributions to the Order's Loyal Legion Memorial Fund.

Issue encouragement and assistance and, if necessary, reprimands to those Commanderies who are not adequately fulfilling their duties pursuant to the Order's Constitution and By-Laws.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws.

Prepare and submit an annual written report to the National Congress and to Board of Officer meetings on the activities of the Commander-in-Chief.

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**JOB DESCRIPTION FOR  
SENIOR VICE COMMANDER-IN-CHIEF**

**Purpose:**

The purpose of the office of Senior Vice Commander-in-Chief is to promote membership (recruitment and retention) in the Military Order of the Loyal Legion of the United States and to serve in the absence of the Commander-in-Chief as needed.

**Activities:**

The activities of the Senior Vice Commander-in-Chief should include the responsibilities listed below.

Serve on the Executive Committee and the Board of Officers.

Serve on the Standing National Committee on Constitution and By-Laws.

Serve as chair of the Standing National Committee on Membership.

Serve on the Standing National Committee on Lincoln Death Day Observance.

Serve on and/or chair Special National Committees created by the Commander-in-Chief or National Congress.

Serve as a Trustee on the Loyal Legion Memorial Fund.

Perform the duties of the Commander-in-Chief in the absence of the Commander-in-Chief.

Execute, in the absence of the Commander-in-Chief, but in conjunction with either the Recorder-in-Chief or Registrar in Chief, all contracts on behalf of the Commandery-in-Chief.

Conduct and modify, as needed the Commandery-in-Chief's Membership Recruitment Program.

Conduct the Commandery-in-Chief's advertisement campaign to promote the membership in the MOLLUS.

(A) Prepare and place promotional and recruitment advertisements into various forms of media and

(B) Coordinate payment of advertisement by the National Treasurer-in-Chief.

Prepare periodic status reports on the activities of the Senior Vice Commander-in-Chief to be presented to the Commander-in-Chief and the Board of Officers.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

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Perform all other duties delegated to the office by the Constitution and By-Laws, National Congress and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the Senior Vice Commander-in-Chief.

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**JOB DESCRIPTION FOR  
JUNIOR VICE COMMANDER-IN-CHIEF**

**Purpose:**

The purpose of the office of Junior Vice Commander-in-Chief is to help promote the Military Order of the Loyal Legion of the United States and to serve in the absence of the Senior Vice Commander-in-Chief and/or Commander-in-Chief as needed.

**Activities:**

The activities of the Junior Vice Commander-in-Chief should include the responsibilities listed below.

Serve on the Executive Committee and the Board of Officers.

Serve on the Standing National Committee on Constitution and By-Laws.

Serve as Chair on the Standing National Committee on Meetings.

Serve on and/or chair Special National Committees created by the Commander-in-Chief or National Congress.

Serve as a Trustee on the Loyal Legion Memorial Fund.

Perform the responsibilities of the Senior Vice Commander-in-Chief in his absence, and in the absence of both the Commander-in-Chief and the Senior Vice Commander-in-Chief, perform the duties of the Commander-in-Chief.

Execute, in the absence of the Commander-in-Chief and Senior Vice Commander-in-Chief, but in conjunction with either the Recorder-in-Chief or Registrar in Chief all contracts on behalf of the Commandery-in-Chief.

Prepare periodic status reports on the activities of the Junior Vice Commander-in-Chief to be presented to the Commander-in-Chief and the Board of Officers.

Perform all other duties delegated to the office by the Constitution and By-Laws, National Congress and/or Commander-in-Chief.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the Junior Vice Commander-in-Chief.

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**JOB DESCRIPTION FOR  
RECORDER-IN-CHIEF**

**Purpose:**

The purpose of the office of Recorder-in-Chief is to maintain the charge and custody of the records of the Commandery-in-Chief, keep an accurate and impartial record of the proceedings of the National Congresses and Board of Officers meetings, and to carry on all necessary correspondence and administrative matters for the Commandery-in-Chief.

**Activities:**

The activities of the Recorder-in-Chief should include the responsibilities listed below.

Serve as a member on the Board of Officers, Executive Committee and as an ex-officio member on all Standing and Special National Committees.

Serve as a Trustee on the Loyal Legion Memorial Fund.

Maintain the charge and custody of the records of the Commandery-in-Chief including the following:

- A. The Constitution and By-Laws of the Order;
- B. A copy of all official letters;
- C. The Seal of the Order and use it when appropriate; and
- D. A file containing copies of the approved applications of all persons invested as Companions of the Order.

Maintain the charge and custody of all other records and other of the Commandery-in-Chief not otherwise provided for by other Commandery-in-Chief officers.

Assign and maintain a record of all National Insignia Numbers to new Companions, and notify the Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Chancellor-in-Chief, Registrar-in-Chief, Membership List Coordinator, and the Recorder of the affected Companion's Commandery of the Insignia number assigned to the new Companion.

Maintain a list in which it shall be recorded the names of all persons who have been expelled from a Commandery, together with the reasons therefore;

Execute in conjunction with the Commander-in-Chief or in his absence, the Senior Vice Commander-in-Chief, or Junior Vice Commander-in-Chief all contracts on behalf of the Commandery-in-Chief.

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Prepare meeting agendas at the Commander-in-Chief's direction and take the minutes of annual National Congress, and meetings of the Board of Officers and Executive Committee.

Cause the publication in hard copy and on the Internet of annual National Congress Proceedings and maintain one complete set of all National Congress Proceedings of the Commandery-in-Chief.

Distribute in the fall of each year of the Commander-in-Chief's a letter soliciting contributions to the Order's Loyal Legion Memorial Fund.

Cause, in cooperation with the National Membership List Coordinator, the creation and publication in hard copy every fifth year a *National Roster of the Military Order of the Loyal Legion of the United States* and a *National Roster of the Dames of the Loyal Legion of the United States*.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, Board of Officers, National Congress, and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the Recorder-in-Chief.

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**JOB DESCRIPTION FOR  
REGISTRAR-IN-CHIEF**

**Purpose:**

The purpose of the office of Registrar-in-Chief is to review and approve applications of all Hereditary, Associate, and Honorary Companion applicants seeking membership into the Military Order of the Loyal Legion of the United States.

**Activities:**

The activities of the Registrar-in-Chief should include the responsibilities listed below.

Serve on the Board of Officers.

Serve on the Standing National Committee on Membership.

Review, pass upon, and certify to the qualifications for membership in the applications submitted for approval by the Commanderies and return these applications expeditiously before the applicant is admitted to membership, noting his approval on the application.

Inform the Recorder-in-Chief, Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Chancellor-in-Chief, Membership List Coordinator, and the Recorder of the affiliated Commandery of the approved applicant's:

- A. Name and address;
- B. Qualifying ancestor (omit for Associate and Honorary applicants);
- C. Name of affiliated Commandery;
- D. Names of proposing and seconding Companions; and
- E. Date of approval for membership.

Serve as the Recorder-in-Chief in the absence or disability of the Recorder-in-Chief.

Execute in conjunction with the Commander-in-Chief, or in his absence, Senior Vice Commander-in-Chief, or Junior Vice Commander-in-Chief all contracts on behalf of the Commandery-in-Chief.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, Board of Officers, National Congress, and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the Registrar-in-Chief.

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## **JOB DESCRIPTION FOR TREASURER-IN-CHIEF**

### **Purpose:**

The purpose of the office of Treasurer-in-Chief is to serve as custodian of Commandery-in-Chief's monies and investments, to keep accurate financial records, and to prepare periodic financial reports.

### **Activities:**

The activities of the Treasurer-in-Chief should include the responsibilities listed below.

Maintain a checking account and all investment accounts in the name of the Military Order of the Loyal Legion of the United States for the Commandery-in-Chief.

Receive, hold, and account for all monies paid to the Commandery-in-Chief and pay out the same upon approval by the Commander-in-Chief.

Arrange for an annual audit of the Commandery-in-Chief's financial condition to be prepared and presented to the National Congress.

Arrange for the bonding of those Commandery-in-Chief officers as may be required to be bonded by the Order's Constitution and By-Laws.

Prepare an annual report to the National Congress and Board of Officer meetings on the financial condition of the Commandery-in-Chief and its investments.

Investigate periodically and advise the Commander-in-Chief and Board of Officers regarding the availability of more advantageous investment opportunities for the Commandery-in-Chief's investments.

Prepare an annual operating budget for review and approval by the National Congress.

Serve on the Board of Officers.

Serve as custodian of Commandery-in-Chief property not otherwise provided for.

Serve as Chair of the Standing National Committee on Finance and Budget.

Serve as a Trustee and Chair on Loyal Legion Memorial Fund.

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Prepare and transmit accordingly all other financial and other reports as may be required by the Order's Constitution and By-Laws, National Congress, Commander-in-Chief, or applicable federal or state laws.

Perform all other duties delegated to the office by the Order's Constitution and By-Laws, National Congress, Board of Officers, and/or Commander-in-Chief.

Assure ready access to electronic mail for the transaction of the Order's business.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the National Treasurer.

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## **JOB DESCRIPTION FOR CHANCELLOR-IN-CHIEF**

**Purpose:**

The purpose of the office of Chancellor-in-Chief is to welcome all new Companions into the Military Order of the Loyal Legion of the United States.

**Activities:**

The activities of the Chancellor-in-Chief should include the responsibilities listed below.

Serve on the Board of Officers.

Serve on the Standing National Committee on Membership.

Serve on the Standing National Committee on Meetings.

Prepare and send to all new members a welcome letter apprising them of their membership acceptance, member Insignia number, local Commandery contact, availability of national member supplies, and the location of the Order's web site Internet location, and transmit the new member's membership card and rosette.

Prepare for quarterly publication in the *Loyal Legion Historical Journal* a listing of all new members along with their Insignia Number and Commandery affiliation.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, Board of Officers, National Congress, and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the Chancellor-in-Chief.

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**JOB DESCRIPTION FOR  
CHAPLAIN-IN-CHIEF**

**Purpose:**

The purpose of the office of Chaplain-in-Chief Chancellor-in-Chief is to provide leadership and direction in the devotional, commemorative, and memorial activities of the Commandery-in-Chief.

**Activities:**

The activities of the Chaplain-in-Chief should include the responsibilities listed below.

Serve on the Board of Officers.

Conduct devotional exercises at Commandery-in-Chief meetings and dinners.

Prepare an annual necrology report of deceased current and past Commandery-in-Chief Officers and maintain a file of previously prepared necrology reports.

Receive and compile necrology reports from the reported Commanderies Companions and maintain a file of previously received reports.

Perform all other duties delegated to the office by the Order's Constitution and By-Laws, National Congress, and/or Commander-in-Chief.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written report to the Commander-in-Chief and Commandery-in-Chief meetings on the activities of the National Chaplain.

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**JOB DESCRIPTION FOR  
JUDGE ADVOCATE-IN-CHIEF**

**Purpose:**

The purpose of the office of Judge Advocate-in-Chief is to serve as an advisor to the Commander-in-Chief, Board of Officers, and National Congress and provide supervision over all legal matters pertaining to the Commandery-in-Chief.

**Activities:**

The activities of the Judge Advocate-in-Chief should include the responsibilities listed below.

Render advice and interpretation to the Commandery-in-Chief upon request on issues arising from questions concerning the Commandery-in-Chief's Constitution and By-Laws, legal matters, and on parliamentary matters.

Serve on the Board of Officers and Executive Committee.

Serve as Chair of the Standing National Committee on Constitution and By-Laws.

Prepare periodic status reports on the activities of the National Counselor to be presented to the Commander-in-Chief, Board of Officers, and National Congress.

Prepare and submit annually to the Editor of the *Loyal Legion Historical Journal* and National Webmaster (for publishing *Loyal Legion Historical Journal* and on the National Web Site) a listing of all opinions and interpretations regarding the Commandery-in-Chief's Constitution and By-Laws and other legal matters rendered by the Judge Advocate-in-Chief.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, National Congress and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress the activities of the Judge Advocate-in-Chief.

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**JOB DESCRIPTION FOR  
SURGEON-IN-CHIEF**

**Purpose:**

The purpose of the office of Surgeon-in-Chief is to oversee the general health and well-being of the Companions of the Order. The Surgeon-in-Chief shall be a practicing or retired physician.

**Activities:**

The activities of the Surgeon-in-Chief should include the responsibilities listed below.

Serve on the Board of Officers.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit written or oral reports to the meetings of the Commandery-in-Chief.

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**JOB DESCRIPTION FOR  
COUNCIL-IN-CHIEF**

**Purpose:**

The purpose of the office of Council-in-Chief is to serve on the Board of Officers and as such assist in the Board of Officers' responsibilities in the supervision and control the affairs and property of the Commandery-in-Chief in between meetings of the Commandery-in-Chief and meetings of the Board of Officers (There are six Companions who are biennially elected to the position of Council-in-Chief).

**Activities:**

The activities of the Council-in-Chief should include the responsibilities listed below.

Serve on the Board of Officers.

Serve on the Standing National Committee on Audit (3 of the 6 members of the Council-in-Chief)

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

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**JOB DESCRIPTION FOR  
EDITOR-IN-CHIEF**

**Purpose:**

The purpose of the office of Editor-in-Chief of the *Loyal Legion Historical Journal* is to ensure that pertinent information about and concerning the Commandery-in-Chief is published in *Loyal Legion Historical Journal* and disseminated to the membership on a frequency of not less than 4 times per calendar year.

**Activities:**

The activities of the Editor-in-Chief of *Loyal Legion Historical Journal* should include the responsibilities listed below.

Edit, publish, and disseminate at least four editions of *Loyal Legion Historical Journal* per calendar year.

Publish the reservation forms and details of the annual National Congress, Washington, DC Lincoln Birthday Commemoration, and Springfield, Illinois Lincoln Death Day Commemoration.

Publish as an insert to the *Loyal Legion Historical Journal* the names, and contact information of all Commandery-in-Chief elected and appointed officers, and Commandery-in-Chief Standing and Special Committee members, immediately following the Commandery-in-Chief's National Congress.

Publish a synopsis of the actions taken by the National Congress.

Publish a biography and photograph of the newly elected Commander-in-Chief immediately following the Commandery-in-Chief's National Congress in which the election occurred.

Publish obituaries and a photograph (if available) of Past Commanders-in-Chief and all current elected or appointed Commandery-in-Chief officers as soon as possible after their passing.

Publish annually the "Statement of Ownership and Circulation" in the *Loyal Legion Historical Journal* issue closest to October.

Publish the names and locations of newly Commanderies.

Publish information and articles submitted by Commandery-in-Chief officers and committees, and Commanderies as space permits.

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Publish information and articles about the Civil War, Military Order of the Loyal Legion of the United States, Original Companions, and other related subjects as space permits and at the discretion of the Editor.

Contract for and in the name of the Commandery-in-Chief for all services necessary to ensure the economic printing of the *Loyal Legion Historical Journal* subject to the review and approval of the Commander-in-Chief.

Prepare and submit to the Commandery-in-Chief for review an annual operational budget necessary to ensure the publication of at least four edition of *Loyal Legion Historical Journal*.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Provide periodic reports to the Commander-in-Chief on the activities of the Editor-in-Chief.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, Commander-in-Chief, and/or National Congress.

Prepare and submit an annual written report to the National Council of Administration and National Encampment on the activities of the Editor-in-Chief.

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**JOB DESCRIPTION FOR  
NATIONAL QUARTERMASTER**

**Purpose:**

The purpose of the office of National Quartermaster is to act as custodian of Commandery-in-Chief supplies, including certificates, insignia medals, ribbons, rosettes, and dies used to strike badges and medals, to keep an inventory of supplies on hand, and to issue same, on proper requisition, to Companions as promptly as possible.

**Activities:**

The activities of the National Quartermaster should include the responsibilities listed below:

Serve as custodian of Commandery-in-Chief supplies including certificates, medals, ribbons, rosettes, and dies used to strike badges and medals.

Serve on the Standing National Committee on the Internet.

Receive from Companions, fill and mail orders for supplies to Companions, and submit checks received to National Treasurer-in-Chief.

Order supplies as necessary from responsible vendors and submit invoices to National Treasurer-in-Chief for payment.

Maintain an adequate supply of padded envelopes, mailing tubes and mailing supplies.

Maintain a record of all monies expended on supplies and postage.

Maintain an up-to-date inventory on supplies.

Review and revise the Order's Price Form periodically, making necessary changes in supply items for sale, and changes in prices, submitting the updated form to the National Webmaster for immediate posting and also to Editor-in-Chief in order that it may be printed in the *Loyal Legion Historical Journal*.

Take a quantity of badges and other supplies to the National Congresses and Board of Officer meetings for sale to the membership.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, National Congress and/or Commander-in-Chief.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the National Quartermaster.

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## **JOB DESCRIPTION FOR NATIONAL HISTORIAN**

### **Purpose:**

The purpose of the office of National Historian is to collect and preserve all historical or biographical material pertaining to the Civil War, to the Military Order of the Loyal Legion of the United States, and to Companions of the Order.

### **Activities:**

The activities of the National Historian should include the responsibilities listed below.

Collect, organize, catalog, and ensure the preservation of historical records and holdings of the Commandery-in-Chief which pertain to the Civil War and the Military Order of the Loyal Legion of the United States.

Identify and inventory the historical records and holdings in the possession of Commandery-in-Chief officers.

Serve as chairman of the Standing National History Committee.

Serve on the Standing National Committee on the Internet

Encourage the Commanderies to identify, inventory, and catalog all historical documents and artifacts in their possession in order to help locate and ensure the preservation of all state and local collections of Civil War and Military Order of the Loyal Legion of the United States memorabilia, historical records, and holdings.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by Commandery-in-Chief's Constitution and By-Laws, National Congress, and Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and National Congress on the activities of the National Historian.

**Military Order of the Loyal Legion of the United States**  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

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**PART 2: APPOINTED OFFICERS**

**JOB DESCRIPTION FOR  
THE NATIONAL MEMBERSHIP LIST COORDINATOR**

**Purpose:**

The purpose of the office of National Membership List Coordinator is to ensure maintenance of the roster of current and past members of the Military Order of the Loyal Legion of the United States (MOLLUS) and Dames of the Loyal Legion of the United States (DOLLUS) and maintenance of the mailing lists for the MOLLUS, DOLLUS and other recipients of the *Loyal Legion Historical Journal*.

**Activities:**

The activities of the National Membership List Coordinator should include the responsibilities listed below.

Develop and maintain a database of current and past MOLLUS Companion names, Insignia Numbers, addresses, Commandery affiliation, and membership status (Hereditary, Associate, Honorary, Junior Hereditary, Junior Live, National Life, Dropped, Resignation, Death).

Develops and maintains a database of current and past DOLLUS member names, numbers, addresses, Society affiliation, and membership status (Dropped, Resignation, Death).

Develop and maintain a database of Library and other repository addresses for mailing of the *Loyal Legion Historical Journal*.

Provide annually each MOLLUS Commandery with a listing of its Commandery membership as of April 30th (the date from which Commanderies are to base their Annual assessment).

Provide quarterly the Editor-in-Chief with electronic address labels for MOLLUS and DOLLUS members and libraries for mailing of the *Loyal Legion Historical Journal*.

Cause, in cooperation with the Registrar-in-Chief, the creation and publication in hard copy every fifth year a *National Roster of the Military Order of the Loyal Legion of the United States* and a *National Roster of the Dames of the Loyal Legion of the United States*.

Provide periodically membership lists as requested by MOLLUS Commanderies or DOLLUS Societies.

Update continually the national MOLLUS and DOLLUS membership database base on new member information provided each Order.

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Update continually the national MOLLUS and DOLLUS membership databases based on change of address information received from the US Post Office, MOLLUS Commanderies, and DOLLUS Societies.

Provide continually MOLLUS Commanderies and DOLLUS Societies with all address changes and all addresses that are not valid as reported by the US Post Office.

Upload monthly a copy of the Orders MOLLUS/DOLLUS/Library database in a zipped file to a secure location on the Order's Internet Server.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

*December 2009*

**PART 2: APPOINTED OFFICERS**

**JOB DESCRIPTION FOR  
NATIONAL WEBMASTER**

**Purpose:**

The purpose of the office of National Webmaster is to ensure that the Commandery-in-Chief's Internet presence operates in an efficient and effective manner at all times and to be responsible for all aspects of the Commandery-in-Chief's Web presence, including Web content development, technical operations, and daily maintenance.

**Activities:**

The activities of the National Webmaster should include the responsibilities listed below.

Manage the Commandery-in-Chief's Internet communication resources to include effective use of electronic mail, and a World Wide Web Internet Web site.

Provide proactive and reactive administration and maintenance of the Commandery-in-Chief's Web site.

Serve on the Standing National Committee on the Internet.

Take overall responsibility for content and data quality and integrity of the Commandery-in-Chief's Web site and ensure that there exists a consistency in terms of how all National pages are presented on the Internet.

Ensure that the National Web site is as error free as possible (no broken links, no inoperable e-mail addresses, etc) and that such errors, if not capable of being fixed within 72 hours of notice, are removed from the National Web site.

Ensure that the files on the National website are backed up at least monthly and provide annually to the Recorder-in-Chief and National Historian a copy of all information needed to access the website server and MOLLUS Internet files.

Serve on and/or chair Special National Committees created by the Commander-in-Chief, National Congress, or Board of Officers.

Provide technical assistance to Commandery Webmasters.

Update affected files within 72 hours of the conclusion of the annual National Congress.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written report to the Commander-in-Chief and National Congress.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**  
*December 2009*

**PART 2: APPOINTED OFFICERS**

**JOB DESCRIPTION FOR  
NATIONAL MEMBERSHIP CONTACT**

**Purpose:**

The purpose of the office of National Membership contact is to serve as the Commandery-in-Chief point of reference for membership inquiries resulting from responses to national recruitment advertisements and from visitors to the Commandery-in-Chief's Internet Web site.

**Activities:**

The activities of the National Membership Contact should include the responsibilities listed below.

Serve as the email contact for membership inquiries obtained from the Commandery-in-Chief Web site.

Serve as the contact for membership inquiries obtained from Commandery-in-Chief print advertisements.

Serve on the Standing National Committee on Membership.

Serve on the Standing National Committee on the Internet.

Refer membership applicants from the Commandery-in-Chief's Web site and print advertisements to a Commandery closest to the applicant's home.

Maintain on an annual basis a database of all referrals made to Commanderies noting the person's name, state of residence, Commandery where applicant was referred, source of the referral, and if the referral was for a Hereditary or Associate membership applicant.

Maintain copies of all referral emails for possible future re-referral to the initial recipient Commandery or to another Commandery should the referral Commandery not respond.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Prepare and submit an annual written statistical report to the Commander-in-Chief and the National Congress on the referrals made from October 1 through September 30th.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**  
*December 2009*

**PART 2: APPOINTED OFFICERS**

**JOB DESCRIPTION FOR  
WASHINGTON D.C. REPRESENTATIVE**

**Purpose:**

The purpose of the office of Washington, D.C. Representative is to serve as the official contact of the Commandery-in-Chief to the National Government.

**Activities:**

The activities of the Washington D.C. Representative should include the responsibilities listed below.

Accept, on behalf of the Commandery-in-Chief, service of legal papers or summons and immediately transmit the same to the Commander-in-Chief.

Represent, as requested, the Commandery-in-Chief on appropriate occasions and at memorial ceremonies and patriotic functions in our nation's capital.

Keep apprised of all legislation, pending before the United States Congress, which has pertinence to the activities of the Commandery-in-Chief and apprise the Commander-in-Chief as appropriate.

Provide the views of the Commandery-in-Chief before Congressional committees and hearings.

Promptly inform the Commander-in-Chief of any pending or passed legislation on which the Commandery-in-Chief should take action.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated to the office by the Commandery-in-Chief's Constitution and By-Laws, National Congress, and/or Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and National Congress on the activities of the Washington, D.C. Representative.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
BOARD OF OFFICERS AND  
EXECUTIVE COMMITTEE**

**Purpose:**

The purpose of the Board of Officers and Executive Committee is to supervise and control the affairs and property of the Commandery-in-Chief between meetings of the Commandery-in-Chief. In between meetings of the Board of Officers, the Executive Committee of the Board of Officers (Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Recorder-in-Chief, Registrar-in-Chief, and Treasurer-in-Chief shall have full power and authority to act on its behalf, provided it complies with all policies adopted by the Commandery-in-Chief.

**Activities:**

The activities of the Board of Officers and Executive Committee should include the responsibilities listed below.

Oversee the general operation and direction of the Commandery-in Chief between National Congresses.

Exercise disciplinary jurisdiction over all charges preferred against the Commander-in-Chief.

Fill vacancies in any of the elected offices of the Commandery-in-Chief, until the time of the next election.

May choose Commandery-in-Chief Honorary Companions upon a two-thirds vote of those present at any meeting of the Board of Officers or the Commandery-in-Chief at which a quorum shall be present; provided, however, that the Commandery-in-Chief shall not have more than ten Honorary Companions at any one time.

May designate alternate dates (other than October) for annual meetings with at least thirty days advanced notice.

May designate locations for annual meetings for years other than when it shall (in accordance with Section 4 Article VI of the Constitution) be held in Philadelphia.

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

Perform all other duties delegated it by the National Constitution and By-Laws and the National Congress.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON AUDIT**

**Purpose:**

The purpose of the National Committee on Audit is to audit and adjust the books of the Commandery-in-Chief and report to the annual meeting on its findings (The National Committee on Audit is composed of three Council-in-Chief Companions appointed by the Commander-in-Chief).

**Activities:**

The activities of the National Committee on Audit should include the responsibilities listed below.

Assist the National Treasurer in acquiring a reputable auditor.

Meet with the Treasurer-in-Chief prior to the annual National Congress to review the results of the audit report and financial records of the Commandery-in-Chief.

Prepare and submit written report to the National Congress on the findings of the Audit Committee.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON NOMINATIONS**

**Purpose:**

The purpose of the National Committee on Nominations is to biennially develop and propose at the National Congress a slate of qualified candidates for the elected offices of the Commandery-in-Chief

**Activities:**

The activities of the National Committee on Nominations should include the responsibilities listed below.

Solicit names and evaluate the qualifications of candidates (prior to biennially held National Congresses) for the following Commandery-in-Chief elected offices: Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Recorder-in-chief, Registrar-in-Chief, Treasurer-in-Chief, Chancellor-in-Chief, Chaplain-in-Chief, Judge Advocate-in-chief, Surgeon-in-Chief, and Council-in-Chief (six vacancies).

Prepare and present at biennially held National Congresses a slate of candidates for nomination to the following Commandery-in-Chief elected offices: Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Recorder-in-chief, Registrar-in-Chief, Treasurer-in-Chief, Chancellor-in-Chief, Chaplain-in-Chief, Judge Advocate-in-chief, Surgeon-in-Chief, and Council-in-Chief (six vacancies).

Assure ready access to electronic mail for the transaction of the Commandery-in-Chief's business.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**  
*December 2009*

**PART 3: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON FINANCE AND BUDGET**

**Purpose:**

The purpose of the National Committee on Finance and Budget is to assist the National Treasurer-in-Chief in fulfilling his Commandery-in-Chief investment and budgeting responsibilities.

**Activities:**

The activities of the National Committee on Finance and Budget should include the responsibilities listed below.

Assist the Treasurer-in-Chief in the periodic investigation of more advantageous investment opportunities for the Commandery-in-Chief's investments.

Assist the Treasurer-in-Chief in the preparation of an annual operating budget for review and approval by the National Congress.

Assist the Treasurer-in-Chief in the preparation of all other financial and other reports as may be required by the Order's Constitution and By-Laws, National Congress, Commander-in-Chief, or applicable federal or state laws.

Assure ready access to electronic mail for the transaction of the Order's business.

Assist the Treasurer in the preparation of an annual report to the National Congress and Board of Officer meetings on the financial condition of the Commandery-in-Chief and its investments.

Prepare an annual report to the National Congress on the activities of the National Committee on Financial and Budget Committee.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**  
*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON MEMBERSHIP**

**Purpose:**

The purpose of the Standing National Committee on Membership of the Military Order of the Loyal Legion of the United States is to devise and implement ways to increase and retain the membership.

**Activities:**

The activities of the National Committee on Membership should include the responsibilities listed below.

Identify national events and activities where recruitment tables can be set up and attempt to have these manned by Companions of the Commandery-in-Chief.

Develop and periodically revise a membership brochure that may be used by the Commandery-in-Chief and all Commanderies.

Develop a program to assist Commanderies in the recruitment and retention of members.

Determine annually, in conjunction with Registrar-in-Chief, the recipients of the U.S. Grant Cup (awarded annually to the Commandery with the largest percentage increase in new hereditary membership for the period October 1st to September 30th), Rutherford B. Hayes Cup (awarded annually to a Companion for recruiting the most members as Hereditary Companions for the period October 1st to September 30th), Daugherty-Thompson Cup (awarded annually to the Commandery with the largest number of new Hereditary Companions for the period October 1st to September 30th), and Certificates of Appreciation for Recruitment (for the enlistment of at least 3 new hereditary members during the period October 1 through September 30 each year).

Ensure the preparation of US Grant Cup, Rutherford B. Hayes Cup, Daugherty-Thompson Cup, and recruitment certificates and the availability of Lincoln medals and/or stars for presentation at National Congresses.

Ensure that the three membership cups are appropriately inscribed with annual recipient after the National Congress.

Retain the three membership cups in a known and secure location in between National Congresses.

Perform other related responsibilities as assigned by the Commandery-in-Chief or National Congress.

Prepare and submit an annual report to the Commander-in-Chief and the National Congress on the activities of the committee.

*Military Order of the Loyal Legion of the United States*  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON  
CONSTITUTION AND BYLAWS**

**Purpose:**

The purpose of the National Committee on Constitution and By-Laws of the Military Order of the Loyal Legion of the United States is to advise the Commander-in-Chief and National Congress on matters relating to the Commandery-in-Chief's Constitution or Regulations.

**Activities:**

The activities of the National Committee on Constitution and By-Laws should include the responsibilities listed below.

Review annually the Constitution and By-Laws of the Commandery-in-Chief and bring to the attention of the Commander-in-Chief and the National Congress Encampment areas needing attention due to wording inconsistencies within the document or conflicts with wording within the Commandery-in-Chief's Constitution and By-Laws and current practices of the Commandery-in-Chief.

Review annually the Constitution and By-Laws of the Commandery-in-Chief and prepare and submit to the Commander-in-Chief and National Congress proposed amendments to mediate or correct noted deficiencies and/or conflicts.

Review and report to the National Congress on all proposed amendments to the Commandery-in-Chief's Constitution or By-Laws brought before the National Congress.

Prepare and submit to the Editor-in-Chief of *Loyal Legion Historical Journal* for publication of immediately following the National Congress a summary of all changes to the Commandery-in-Chief's Constitution and By-Laws that were passed at the National Congress or other meeting of the Commandery-in-Chief.

Prepare and submit to the Recorder-in-Chief and National Webmaster a new document incorporating all changes to the Order's Constitution and By-Laws that were passed at the National Congress.

Perform other related responsibilities as assigned by the National Congress or the Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and the National Congress on the activities of the committee.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**  
*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON HISTORY**

**Purpose:**

The purpose of the National Committee on History is to collect and preserve all historical or biographical material pertaining to the Civil War, to companions of the Military Order of the Loyal Legion of the United States and to Companions of the Order.

**Activities:**

The activities of the National Committee on History should include the responsibilities listed below.

Collect, organize, catalog, and ensure the preservation of historical records and holdings of the Commandery-in-Chief, which pertain to the Civil War and the Military Order of the Loyal Legion of the United States.

Identify and inventory the historical records and holdings in the possession of Commandery-in-Chief officers.

Provide research assistance and/or access to the Commandery-in-Chief's historical holdings to Companions and, upon approval by the Commander-in-Chief, to individuals and organizations outside of the Order.

Encourage the Commanderies to identify, inventory, and catalog all historical documents and artifacts in their possession in order to help locate and ensure the preservation of all state and local collections of Civil War and Military Order of the Loyal Legion of the United States memorabilia, historical records, and holdings.

Assure ready access to electronic mail for the transaction of the Order's business.

Perform all other duties delegated to the office by Commandery-in-Chief's Constitution and By-Laws, National Congress, and Commander-in-Chief.

Prepare and submit an annual written report to the Commander-in-Chief and National Congress on the activities of the National Historian.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

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**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON HISTORIC AND  
PRESERVATION GRANTS**

**Purpose:**

The purpose of the National Committee on Historic Preservation and Grants is to evaluate on an annual basis and to provide funding/contribution recommendations for the support of Civil War monument erections and/or maintenance, Civil War artifact and archives preservation, Civil War battlefield preservation, and for the continued support of organizations such as the Rutherford B. Hayes Presidential Center, Zellwood Historical Society Museum and Library, President Lincoln's Cottage, Civil War Preservation Trust, and the Abraham Lincoln Museum at Lincoln Memorial University.

**Activities:**

The activities of the National Committee on Historic Preservation and Grants should include the responsibilities listed below.

Evaluate on an annual basis and provide funding/contribution recommendations to the National Congress for the support of Civil War monument erections and/or maintenance, Civil War artifact and archives preservation, Civil War battlefield preservation and the continued support of Civil War and Abraham Lincoln related organizations.

Review and evaluate other requests received by the Commandery-in-Chief for funding support.

Recommend in writing to the National Congress levels of funding for each funding request deemed appropriate for consideration by the Committee.

Assure ready access to electronic mail for the transaction of the Order's business.

Perform all other duties delegated to the office by Commandery-in-Chief's Constitution and By-Laws, National Congress, and Commander-in-Chief.

**Military Order of the Loyal Legion of the United States**  
**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

## **JOB DESCRIPTION FOR THE NATIONAL COMMITTEE ON LINCOLN DEATH DAY OBSERVANCE**

### **Purpose:**

The purpose of National Committee on the Lincoln Death Day Observance of the Military Order of the Loyal Legion of the United States (MOLLUS) is to make annually all arrangements for and to coordinate the ceremony honoring the memory of Abraham Lincoln at the Lincoln Tomb in Oak Ridge Cemetery, Springfield, Illinois.

The Committee is to operate jointly with the Sons of Union Veterans of the Civil War (SUVCW) Lincoln Tomb Observance Committee in completion of the following tasks. Representatives of the other Allied Orders of the Grand Army of the Republic may be consulted, as the two committees determine from time to time.

The ceremony shall be held on the Saturday closest to April 15, the date of his death in 1865.

### **Activities:**

The activities of the National Committee on the Lincoln Death Day Observance should include the responsibilities listed below:

Designate a hotel to serve as the headquarters hotel and reserve a block of rooms for those attending the ceremony. When reserving the block of rooms, request the hotel to list them under “**Sons of Union Veterans**” so that those making reservations may ask for the designation and receive a discounted room charge.

Arrange for a luncheon to be held following the Lincoln Tomb Ceremony, preferably in the hotel secured as the headquarters hotel.

Coordinate ceremony arrangements with the Lincoln Tomb Site Superintendent.

Obtain a speaker for the luncheon following the Lincoln Tomb Ceremony.

Prepare and submit, to the SUVCW Editor of the *Banner* and the MOLLUS Editor-in-Chief of the *Loyal Legion Historical Journal*, an announcement of the ceremony for publication in the respective Winter Issues. The announcement will also be made available to the Auxiliary to the Sons of Union Veterans of the Civil War, Daughters of Union Veterans of the Civil War, Ladies of the Grand Army of the Republic and the Woman’s Relief Corps. The announcement also will be submitted to the SUVCW and MOLLUS webmasters for placement on the respective websites.

Update the invitational mailing list using organizational rosters of the Allied Orders of the Grand Army of the Republic, MOLLUS, and other patriotic and historical organizations. The acceptance form as well as other informational material sent with the invitational mailing should also be updated as needed.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

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Prepare and mail invitations no later than February 14 and include personalized invitations to the National Officers of the Allied Orders of the Grand Army of the Republic, MOLLUS, and Dames of the Loyal Legion of the United States.

Obtain the services of a band, order folding chairs for the ceremony, and reserve a chartered bus for transportation of wreath bearers to the Tomb from the headquarters hotel and return. Order the wreaths to be placed at the Tomb by the SUCVW and MOLLUS Commanders-in-Chief.

Ensure that the SUCVW and MOLLUS Commanders-in-Chief are aware that they or their designees will be required to provide an Abraham Lincoln focused presentation, no longer than 3 to 5 minutes, at the Lincoln Tomb ceremony.

Arrange the production of "In Memoriam" black ribbons for distribution to ceremony participants.

Ensure that a public address system is available for the ceremony.

Provide for a master of ceremonies for the Tomb Ceremony and luncheon.

Obtain the services of a Chaplain to officiate at the ceremony and luncheon.

Obtain the services of a photographer for the Tomb ceremony.

Contact and coordinate the participation of the 4th Military District, Sons of Veterans Reserve, and other Civil War reenactment units. Request the SVR to supply a drummer or drummers to accompany their march onto the grounds of the Lincoln Tomb and a bugler to perform taps at the close of the ceremony.

Prepare and submit press releases to the media in Springfield and the surrounding area.

Prepare and submit to a printer the official program of the Tomb Ceremony and Luncheon that also includes the listing of the participating organizations presenting memorial wreaths.

Host a program of welcome the day and/or evening before the ceremony.

Prepare and submit news articles and photographs of the ceremony/luncheon to the SUCVW Editor of the *Banner* and the MOLLUS Editor of the *Loyal Legion Historical Journal*.

Submit necessary bills and invoices for commercial services provided for the ceremony and luncheon as well as vouchers with receipts for personal expenses of committee members to the SUCVW National Treasurer for reimbursement.

Perform other related responsibilities as assigned by the MOLLUS Commandery-in-Chief or the MOLLUS Commander-in-Chief.

Prepare and submit an annual written report to the SUCVW and MOLLUS Commanders-in-Chief and to the SUCVW National Encampment and MOLLUS Annual Congress on the activities of the committee.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**

**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON MEETINGS**

**Purpose:**

The purpose of the National Committee on Meetings is to ensure that all arrangements are in order and are made by the local Commanderies who have the responsibility for hosting the Commandery-in-Chief (annual Congress and mid-winter) meetings.

**Activities:**

The activities of the National Committee on Meetings should include the responsibilities listed below.

Provide assistance and advice as needed on the National Congress meeting requirements to the Commandery planning to host the National Congress.

Provide assistance and advice as needed on the mid-winter meeting requirements of the Commandery-in-Chief to the DC Commandery planning to host the mid-winter meeting of the Commandery-in-Chief.

Contact and coordinate with the DC Commandery to ensure that all arrangements for the Lincoln Birthday Commemoration are in place and that the details of the Commemoration and Commandery-in-Chief mid-winter meeting are published in the Fall *Loyal Legion Historical Journal* and on the Order's website.

Contact and coordinate with the Commandery responsible for the National Congress to ensure that all arrangements for the National Congress are in place and that the details are published in the Spring or Summer *Loyal Legion Historical Journal* and on the Order's Website.

Periodically review and update as needed the publication entitled *National Congress Planning Guide for Commanderies* prepared by Past Commander-in-Chief Gordon R. Bury, and provide this publication to the Commandery planning to host the National Congress.

Assure ready access to electronic mail for the transaction of the Order's business.

Perform all other duties delegated to the office by Commandery-in-Chief's Constitution and By-Laws, National Congress, and Commander-in-Chief.

Prepare an annual report to the Commander-in-Chief and National Congress on the activities of the National Committee on Meetings.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

*December 2009*

**PART 8: STANDING COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON THE INTERNET**

**Purpose:**

The purpose of the National Committee on the Internet is to promote the Military Order of the Loyal Legion of the United States and to make the public aware of the Order's existence, its relationship with and importance as both an Order and, through its Original Companions, its contributions to American Civil War and later history, and to create an awareness through the use of the Internet of the programs and projects that the Order is currently involved in throughout the country.

**Activities:**

The activities of the National Committee on the Internet should include the responsibilities listed below.

Establish an initial presence on the Internet through the development of a national home page and home pages for every Commandery.

Establish the presence on the Internet of the:

- A. Order's original Commandery War papers
- B. *Loyal Legion Vignettes* and through it the promotion of high quality literary papers dealing with the Civil War, Original Companions, and the Order
- C. Listing of all the Original Companions of the Order (Nearly 12,000 Names)
- D. Biographies of Past Commanders-in-Chief of Order
- E. Companion Medal of Honor Recipients
- F. Prominent Companions
- G. Prominent Companion Politicians
- H. Loyal Legion Historical Journal
- I. Individual Commandery Newsletters
- H. Other Items of Historical Significance

Assure ready access to electronic mail for the transaction of the Order's business.

Perform all other duties delegated to the office by Commandery-in-Chief's Constitution and By-Laws, National Congress, and Commander-in-Chief.

Prepare an annual report to the Commander-in-Chief and National Congress on the activities of the National Committee on the Internet.

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**COMMANDERY-IN-CHIEF OFFICERS AND COMMITTEES**  
**JOB DESCRIPTIONS**

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**PART 8: STANDING COMMITTEES**

## **JOB DESCRIPTION FOR THE NATIONAL COMMITTEE ON FRATERNAL RELATIONS**

### **Purpose:**

The purpose of the National Committee on Fraternal Relations is twofold: (a) to work cooperatively with all other Civil War hereditary organizations (including but not limited to the Dames of the Loyal Legion of the United States, Sons of Union Veterans of the Civil War, Auxiliary to the SUVCW, Woman's Relief Corps, Daughters of Union Veterans of the Civil War, Ladies of the Grand Army, Sons of Confederate Veterans, Order of the Stars and Bars, and the United Daughters of the Confederacy) to further good relations, create goodwill, and further the principles and objects of the Order, and (b) to encourage recognition of the Order and its programs not only by the above identified Civil War hereditary organizations, but also by the United States military academies and current national veterans' organizations.

### **Activities:**

The activities of the National Committee on Fraternal Relations should include the responsibilities listed below.

Identify annually the names and addresses of the national heads of all Civil War hereditary organizations, U.S. military academies, U.S. government, and veterans' organizations.

Provide historical and programmatic information on the Order to each of the identified organizations.

Arrange to have a complimentary electronic copy of the *Loyal Legion Historical Journal* provided to each of the identified organizations (sent either to the national headquarters or if no national headquarters then to the current national head) (*Coordinate with Editor-in-Chief*).

Invite, on behalf of the Commander-in-Chief, representatives from the identified organizations to attend (where appropriate) the Order's national ceremonies, programs, and National Congress banquets (*These invitations need to be coordinated with event host*).

Attend, at the request of the Commander-in-Chief, national ceremonies and programs of the identified organizations on behalf of the Order.

Ensure that any and all requisite arrangements are made (e.g., wreaths are present and paid for) for the Order's participation at the various national ceremonies and programs of the other organizations (e.g., Annual Remembrance Day Memorial Tribute to the GAR at Gettysburg, PA; Lincoln's Birthday – Washington, DC; Lincoln's Tomb – Springfield, IL).

Prepare and submit a written annual report to the Commander-in-Chief and the National Congress on the activities of the Committee.

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*December 2009*

**PART 4: SPECIAL COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON  
CIVIL WAR SESQUICENTENNIAL**

**Purpose:**

The purpose of the National Committee on Civil War Sesquicentennial is to plan the Order's programs and events commemorating that difficult period in our country's history and the role that the MOLLUS Companions played in it, and then orchestrating the wide publication of these programs to the citizenry of this country.

**Activities:**

The activities of the Committee on Civil War Sesquicentennial should include the responsibilities listed below.

Research the programs implemented by the Commandery-in-Chief and Commanderies for the recognition of the 100th and 125th anniversaries of the Civil War.

Ascertain what programs and ceremonies the National Government and other National organizations and societies are planning for commemoration of the Civil War Sesquicentennial.

Ascertain, with the assistance of the Commanderies, what programs and ceremonies the various state governments are planning for commemoration of the Civil War Sesquicentennial.

Create a plan for Commandery-in-Chief consideration of National and state programs that can be developed and implemented by the Commandery-in-Chief, authorized or sanctioned by the Commandery-in-Chief, and/or promoted by the Commandery-in-Chief to commemorate of the Civil War Sesquicentennial.

Develop an advertisement program that can be used by the Commandery-in-Chief and/or it Commanderies to widely publish the Commandery-in-Chief Civil War Sesquicentennial commemoration planned activities.

Assure ready access to electronic mail for the transaction of the Order's business.

Prepare an annual report to the Commander-in-Chief and National Congress on the activities of the Special Committee on Civil War Sesquicentennial.

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**PART 4: SPECIAL COMMITTEES**

**JOB DESCRIPTION FOR THE  
NATIONAL COMMITTEE ON  
CIVIL WAR LIBRARY AND MUSEUM**

**Purpose:**

The purpose of the National Committee on Civil War Library and Museum is to ensure that the collection of all historical or biographical material and records pertaining the Military Order of the Loyal Legion of the United States and to Companions of the Order are adequately cared for and preserved.

The Special committee is composed of the Senior Vice Commander-in-Chief (Chairman), Junior Vice Commander-in-Chief, Chancellor-in-Chief, Judge Advocate-in-Chief, Past Commander-in-Chiefs Ben Frick and Gordon Bury, and Past Pennsylvania Commandery Commander Robert R. Van Gulick, Jr..

**Activities:**

The activities of the National Committee on Civil War Library and Museum should include the responsibilities listed below.

Designate the Judge Advocate-in-Chief as the single point of contact for the entire Order (Commandery-in-Chief and all Commanderies) for any and all matters related to the disposition of all MOLLUS-related documents and artifacts currently and previously held and/or controlled by the Civil War Library and Museum.

Authorize the Judge Advocate-in-Chief to:

- A. Contact on behalf of the Special Committee and the Order all the relevant outside parties listed above, and other entities as needed) to find out exactly what role these entities have (and who granted the entities this role), in the disposition of MOLLUS documents and artifacts;
- B. Obtain copies of any and all documents including agreements, dealing with the disposition of MOLLUS material; and
- C. Serve as the only person to speak on behalf of the Order with all outside entities and that any other communications are not authorized communications and has no binding effect.

Inform (via email) the Order's Board of Officers and Commanderies of the Special Committee's creation and purpose, and request that any and all contact with any party that is associated with the disposition of MOLLUS-related documents and artifacts (including but not limited to the CWLM, Abraham Lincoln Foundation of the Union League, Historical Society of Pennsylvanian, Heritage Center, the ARTEX storage facility at the Philadelphia

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Navy Yard, and the legal community of the Commonwealth of Pennsylvania), by anyone other than those who are named to this special committee, cease immediately; and that all information that may have been garnered by unauthorized individuals to be provided to the special committee immediately.

Develop and provide, as necessary, the Commandery-in-Chief and Order with either a specific recommendation or set of specific recommendations that the Order should immediately implement to ensure the protection of its various holdings.

Report to the Commander-in-Chief and the remainder of the Special Committee and Board of Officers on the status of all MOLLUS material and provide, electronically, the Board of Officers with either a specific recommendation or set of specific recommendations that the Order should immediately implement to ensure the short-term and long-term protection of its various holdings.

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**PART 5: LOYAL LEGION MEMORIAL FUND**

**JOB DESCRIPTION FOR THE  
LOYAL LEGION MEMORIAL FUND TRUST**

**Purpose:**

The purpose of the Loyal Legion Memorial Fund Trust is to (a) to aid in the perpetuation of the Military Order of the Loyal Legion of the United States, (b) to aid in the publishing and distribution the National Bulletin of The Military Order of the Loyal Legion of the United States, (c) to aid in the publication and distribution of books, bulletins and pamphlets pertaining to historic events of importance to the citizens of the United States of America, (d) to establish scholarship awards for students, (e) to grant awards in connection with annual membership programs, and (f) to grant other annual awards and contributions to movements of national importance.

The Board of Trustees consists of seven Companions: the Commander-in-Chief, the Senior Vice Commander-in-Chief, the Junior Vice Commander-in-Chief, the Recorder-in-Chief, the Treasurer-in-Chief, and two other individuals duly designated to serve from the membership of the Commandery-in-Chief.

**Activities:**

The activities of the Loyal Legion Memorial Fund Trustees should include the responsibilities listed below.

Manage the property and affairs, the receipt of gifts, bequests and contributions, the investment and reinvestment of the funds of the trust in securities of every kind and nature whatsoever for the Loyal Legion Memorial Fund Trust.

Administer and apply the income and principal thereof, and the making of the disbursements of funds in accordance with the purposes of for the Loyal Legion Memorial Fund Trust.