

CHAPLAIN

1. As an Appointed Officer, you will be requested to attend the four TSFSRD business meetings, the two festival planning meetings, if you have a festival job, the state visitation to your home and one other visitation of your choice. However, you are cordially invited to attend all of the state visitations but you will only be obligated for those mentioned above.
2. Be responsible for invocation at beginning of all TSFSRD business meetings.
3. For the four TSFSRD business meetings, make arrangements for a short devotional on Sunday morning.
4. Make budget suggestions at the request of the TSFSRD President.
5. Be prepared to give a report at TSFSRD business meetings, if called upon by the TSFSRD President. Also provide the TSFSRD Secretary with a written document containing significant statistical information included in your report.
6. Send TSFSRD President a copy of all correspondence you issue.
7. Observe your budget limit and send signed receipts for all expenditures to the TSFSRD Treasurer, accompanied by a Request for Payment Form.
8. Be responsible for sending flowers and/or floral arrangements as shown below. The sending of flowers requires authorization by the TSFSRD President. The cost is to be set by the Executive Committee (reference the Flower and Memorial Policy on Page 8 of the Policy Manual).
 - a. State Officers and Past Presidents who are *hospitalized*.
 - b. *Funerals* for State Officers or their immediate relatives.
 - c. *Funerals* for any member of the Board of Directors, i.e. Delegates, Presidents, TSFSRD Past Presidents.
9. Be responsible for sending a card from the TSFSRD:
 - a. To State Officer in case of death of immediate family member.
 - b. To immediate family in case of death of State Officer.
 - c. To any member of Board of Directors, current Festival Chairmen or Vice-Chairmen, upon hospitalization or death of immediate family member.
10. As the outgoing officer, prepare a data file/CD including all TSFSRD forms, correspondence and recommendations pertaining to your office. This report should be submitted to the TSFSRD President-Elect no later than June 30.