

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: GOVERNOR

TERM OF OFFICE: TRADITIONALLY ELECTED FOR ONE, THREE YEAR TERM, FOLLOWED BY ONE, THREE YEAR TERM, AS PAST GOVERNOR

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; BARBARA G. WELCH

OVERALL RESPONSIBILITIES OF OFFICE/JOB: THE GOVERNOR IS THE CHIEF ADMINISTRATOR RESPONSIBLE FOR THE OVERALL WELL BEING OF THE ORGANIZATION.

LINE ITEM RESPONSIBILITIES:

- PRESIDE OVER THE TWO BOARD OF ASSISTANTS MEETINGS IN JANUARY AND SEPTEMBER AND; THE TWO EVENTS, THE SPRING RECEPTION IN MAY AND COMPACT DAY/ANNUAL MEETING IN NOVEMBER;
- PLAN FOR THE TWO EVENTS TO INCLUDE OBTAINING THE VENUE AND SPEAKER, ADEQUATE PUBLISIZING;
- ATTEND TO ALL MATTERS THAT COME BEFORE THE OFFICE OF GOVERNOR;
- DETERMINE AND DEVELOP INITIATIVES TO ACCOMPLISH DURING TERM OF OFFICE THAT ADVANCE THE BETTERMENT OF THE SOCIETY;
- SERVE AS CHAIR OF THE NOMINATING COMMITTEE DURING TERM AS PAST GOVERNOR.

NOTE: A TIME TABLE OF RESPONSIBILITES IS ATTACHED WITH MORE DETAIL AND HELPFUL HINTS.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: DEPUTY GOVERNOR

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015, GREGORY J. WEINIG

OVERALL RESPONSIBILITIES OF OFFICE/JOB: ASSIST GOVERNOR IN HIS/HER PERFORMANCE OF DUTIES.

LINE ITEM RESPONSIBILITIES

- PRESIDE AT BOARD OF ASSISTANTS MEETINGS AND SOCIETY MEETINGS IF THE GOVERNOR IS UNAVAILABLE;
- ASSIST GOVERNOR WITH DESIGNATED INITIATIVES AND IN PARTICULAR
 - IN SELECTION OF VENUE FOR SPRING RECEPTIONS;
 - IN SELECTION OF SPEAKER FOR COMPACT DAY;
 - IN FILLING ANY POSITIONS WHEN THE CURRENT HOLDER LEAVES BEFORE TERM IS COMPLETE.

NOTE: MAY OR MAY NOT BE A CANDIDATE FOR GOVERNOR.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: SECRETARY

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTON LAST UPDATED/BY WHOM: OCTOBER 2016; LOIS SCHLEGEL

OVERALL RESPONSIBILITIES OF OFFICE/JOB: THE SECRETARY RECORDS THE MINUTES OF ANY OFFICIAL GATHERING OF THE SOCIETY AND FILES ALL REPORTS REQUIRED BY THE GENERAL SOCIETY. HE/SHE ALSO SERVES AS THE CORPORATE SECRETARY SIGNING OFFICIAL DOCUMENTS AS REQUIRED.

LINE ITEM RESPONSIBILITIES:

- RECORD THE MINUTES OF THE TWO BOARD OF ASSISTANTS MEETINGS IN JANUARY AND SEPTEMBER AND; THE TWO EVENTS, THE SPRING RECEPTION IN MAY AND COMPACT DAY/ANNUAL MEETING IN NOVEMBER.
 - AFTER MINUTES ARE PREPARED, SEND TO GOVERNOR FOR COMMENTS AND FINAL APPROVAL.
 - SEND MINUTES TO ASSISTANT SECRETARY FOR DISTRIBUTION.
- FILE ALL REPORTS REQUIRED BY THE GENERAL SOCIETY
 - MEMBERSHIP TOTALS DUE FEBRUARY 1 OF EACH YEAR
 - REPORT CHANGES OCCURING DURING THE YEAR; FOR EXAMPLE NEW MEMBERS, DEATH OF MEMBERS
 - REPORT LISTING OF OFFICERS AND UPDATE AS NECESSARY
- RE NEW MEMBERS
 - RECEIVE FROM HISTORIAN A COPY OF AN APPROVED GSMD APPLICATION;
 - MAKE NEW FOLDER, PRINT NAME AND FILE ALPHABETICALLY;
 - COLLECT "WELCOME PACKAGE" ITEMS FOR MAILING TO INCLUDE LETTER, DIRECTORY, HANDBOOK, LYNES, MAYFLOWER PIN, IDENTIFICATION CARD, AND IF AVAILABLE, MAYFLOWER STORY BOOKLET;
 - ADD TO DATABASE, ANCESTOR'S LIST AND PLACE ON NEW MEMBERS COLUMN FOR THE LYNES AND BOTTOM OF LAST DATABASE PAGE;

- IDENTIFY LIFE MEMBERS;
- NOTIFY BOARD OF ASSISTANTS MEMBERS;
- NOTIFY CALLIGRAPHER INFORMATION FOR CERTIFICATE TO INCLUDE GENERAL AND DELAWARE NUMBER, FULL ANCESTOR NAME, AND FULL MEMBER NAME.
- IF ATTENDING THE NEXT EVENT, PREPARE NEW MEMBER CERTIFICATES FOR PRESENTTION BY THE GOVERNOR; MAIL THE OTHERS.
- KEEP PAPER COPY OF ALL APPLICATIONS FOR REFERENCE AS NEEDED.
- RE SUPPLEMENTS
 - ADD TO DATABASE, ANCESTORS LIST, AND SUPPLEMENTS COLUMN AT BOTTOM OF LAST PAGE.
- RE SECRETARY'S NOTEBOOK
 - KEEP COPIES OF ALL GSMD FORMS AND CORRECTED MINUTES.
 - AT THE END OF TERM, COPIES OF MINUTES YOU HAVE TAKEN SHOULD BE ARCHIVED AND THE PAPER COPY SENT TO REPOSITORY PER INSTRUCTIONS BY THE GOVERNOR.
 - GIVE SUCCESSOR THE TEMPLATE FOR THE MINUTES AND THE JUST THE LATEST COPIES OF GSMD REPORTS TO USE AS A SAMPLE.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: ASSISTANT SECRETARY

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: OCTOBER 2016; BARBARA WIDEMAN

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO ASSIST THE SECRETARY IN MAINTAINING DATA BASES AND INFORMATION REQUIRED FOR REPORTING REQUIREMENTS AND MAILINGS OF LYNES, DIRECTORY, AND HANDBOOK.

LINE ITEMS OF RESPONSIBILITY:

- RE MAILINGS
 - MAIL THE LYNES TWICE A YEAR WHICH MAY INCLUDE THE INVITATION INSERT FOR THE SPRING RECEPTION AND COMPACT DAY/ANNUAL MEETING;
 - EVENT MAILINGS TO BE MADE 3 TO 4 WEEKS IN ADVANCE OF EVENT. NOTICES OF ELECTIONS OR AMENDMENTS MUST BE MADE AT LEAST 2 WEEKS PRIOR. IF MAIL IS RETURNED, MAKE EVERY EFFORT TO REMAIL AS SOON AS POSSIBLE. MAKE NEEDED CHANGES AND NOTIFY GSMD MEMBERSHIP.
 - SEND E-MAIL BLASTS AS NEEDED.
- RE EVENTS
 - RECEIVE AND LIST ALL ATTENDEES. FOR COMPACT DAY/ANNUAL MEETING THIS INCLUDES MEAL SELECTION AND PAYMENT;
 - PROVIDE NAME BADGES FOR ALL ATTENDEES INCLUDING SPEAKER, GUESTS, AND PROSPECTIVE MEMBERS PROVIDED BY THE HISTORIAN;
 - HAVE EXTRA CARDS, LANYARDS, ETC. AVAILABLE FOR UNEXPECTED ATTENDEES;
 - PREPARE NEW MEMBER CERTIFICATES FOR PRESENTATION BY GOVERNOR FOR ANY ATTENDING; MAIL ANY OTHERS.
- RE DECEASED MEMBERS

- WATCH THE OBITUARIES DAILY FOR MEMBERS AND SPOUSES. NOTIFY MEMBERS OF BOARD OF ASSISTANTS.
- FOR MEMBERS SEND COPIES OF OBITUARY TO GSMD AND DE ELDERS. GSMD ELDER IS ALSO NOTIFIED IF MEMBER WAS AN OFFICER.
- RE DIRECTORY
 - COORDINATE WITH DIRECTORY EDITOR (CURRENTLY CHRISTINE CROSSAN) PROVIDING UPDATED DATA BASE FOR MEMBERS AND JUNIOR MEMBERS AS SOON AFTER THE FIRST OF THE YEAR AS POSSIBLE AND ANY OTHER INFORMATION THE EDITOR MAY REQUEST.
 - MAIL TO MEMBERS; EVERY THIRD YEAR WITH THE ELECTION OF A NEW GOVERNOR THE REVISED HANDBOOK IS ALSO INCLUDED.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: TREASURER

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; ANDREW W. EDMONDS, JR.

OVERALL RESPONSIBILITIES OF OFFICE/JOB: MAINTAIN THE OPERATING ACCOUNT AND ASSIST IN BUDGETING.

LINE ITEM RESPONSIBILITIES:

- PAY THE SMDD BILLS FROM THE OPERATING ACCOUNT
 - WRITE, CATEGORIZE, AND RECORD CHECKS;
 - KEEP SPREADSHEETS OF EXPENSES;
 - STAMP AND MAIL ALL PAYMENTS.
- MAKE DEPOSITS INTO THE OPERATING ACCOUNT
 - CATEGORIZE AND RECORD ALL DEPOSITS;
 - KEEP SPREADSHEETS OF ALL DEPOSITS;
 - MAINTAIN LIST OF DUES PAID AND DONATIONS MADE;
 - PHYSICALLY DEPOSIT CHECKS INTO THE BANK.
- WRITE AND MAIL ACKNOWLEDGEMENT LETTERS FOR DONATIONS OF \$100 OR GREATER.
- DEPOSIT CHECKS FOR NEW LIFE MEMBERSHIPS UPON RECEIPT IN VANGUARD ACCOUNT;
- PRODUCE REPORTS AS NEEDED AND FOR SCHEDULED MEETINGS.
- CALL FOR A MEETING IN EARLY OCTOBER TO CREATE THE BUDGET FOR THE FOLLOWING FISCAL YEAR. ATTENDEES MUST INCLUDE THE GOVERNOR, TREASURER AND FINANCE CHAIR AND MAY INCLUDE SOMEONE WITH INSTITUTIONAL KNOWLEDGE.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: STATE HISTORIAN

TERM OF OFFICE: ELECTED BUT OPEN; THERE IS NO LIMITATION TO LENGTH

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; W. ANDREW COTTLE

OVERALL RESPONSIBILITIES OF OFFICE/JOB: OVERSEES THE APPLICATION FOR MEMBERSHIP PROCESS FROM INDICATED INTEREST TO MEMBERSHIP IF POSSIBLE.

LINE ITEM RESPONSIBILITIES:

- APPLICATIONS FOR MEMBERSHIP OR SUPPLEMENTAL LINES
 - REVIEW APPLICANT'S WORK AND DETERMINE CONCERNS IN PROVING LINEAGE;
 - WORK WITH APPLICANT IN SOLVING THESE CONCERNS;
 - APPROVE APPLICATION FOR SUBMISSION TO PLYMOUTH;
 - WORK WITH APPLICANT IN TIDING UP ANY LOOSE ENDS UNTIL A SUCCESSFUL SUBMISSION IS ACCOMPLISHED;
 - COMMUNICATE NEW MEMBER INFORMATION WITH BOARD OF ASSISTANTS.
- TO THE EXTENT POSSIBLE FIND AN ASSISTANT TO BE YOUR REPLACEMENT
 - WORK WITH ASSISTANT TO LEARN THE NUANCES OF BEING THE HISTORIAN.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: SURGEON

TERM OF OFFICE: ELECTED THREE YEAR TERM, MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; SAMUEL BAYARD

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO FOLLOW DEVELOPMENTS IN THE USE A DNA TO DETERMINE LINEAGE **AND** MAINTAIN RECORDS OF OUR JUNIOR MEMBERS AND PROCESS NEW JUNIOR MEMBER APPLICATIONS.

LINE ITEM RESPONSIBILITIES:

- AS REQUESTED BY INDIVIDUAL MEMBERS SEND AN APPLICATION OR REFER THEM TO THE WEBSITE TO DOWNLOAD AN APPLICATION.
 - ONCE APPLICATION IS COMPLETED AND SENT WITH THE FEE (CURRENTLY \$10), ENTER THE CHILD'S NAME AND REQUIRED INFORMATION INTO THE DATABASE;
 - SEND FEE TO TREASURER FOR DEPOSIT
 - SEND A CERTIFICATE TO THE CALLIGRAPHER (CURRENTLY KAREN KUHRT) WITH THE REQUISITE INFORMATION TO BE WRITTEN.
 - WHEN CERTIFICATE IS READY, SEND TO APPROPRIATE PERSON (MEMBER, PARENT, CHILD) OR SAVE FOR PRESENTATION BY THE GOVERNOR AT THE NEXT EVENT.
- AT YEAR'S END
 - SEND DATABASE TO EDITOR OF THE DIRECTORY (CURRENTLY CHRISTINE CROSSAN) FOR INCLUSION OF ALL JUNIOR MEMBERS;
 - DETERMINE THOSE JUNIOR MEMBERS WHO HAVE "AGED OUT" (CURRENTLY AGE 25) AND PREPARE LETTER TO ENCOURAGE THEM TO BECOME MEMBERS.
- BE A PROPONENT OF THE JUNIOR MEMBER SHARING ANY IDEAS TO MAKE THEIR MEMBERSHIP MORE MEANINGFUL.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: COUNSELLOR

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; J. KAI LASSEN AND GREGORY J. WEINIG

OVERALL RESPONSIBILITIES OF OFFICE/JOB: AS AN ATTORNEY HANDLE ALL LEGAL MATTERS THAT COME BEFORE THE SOCIETY INCLUDING THE YEARLY FILINGS REQUIRED BY IRS AND STATE OF DELAWARE

LINE ITEM RESPONSIBILITIES

- THE IRS AND STATE OF DELAWARE REQUIRE A VOTING MEMBER OF THE BOARD OF ASSISTANTS TO FILE A YEARLY TAX FILING AND CORPORATE FILING;
- EARLY IN THE YEAR CALENDAR THE DATES TO COMPLETE THESE FILINGS;
- KEEP COMPLETE INFORMATION REQUIRED TO COMPLY WITH THESE FILINGS AND RECORD OF FILINGS.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: CAPTAIN

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; JOHN CROSSAN

OVERALL RESPONSIBILITIES OF OFFICE/JOB: RESPONSIBLE FOR THE OVERSIGHT, MAINTENANCE, AND PROPER USE OF THE CEREMONIAL OBJECTS OF THE SOCIETY.

LINE ITEM RESPONSIBILITIES: SPECIFIC OBJECTS AND USE

- **FLAGS OF THE USA AND SMDD:** THE FLAGS ARE FOR PRESENTATION AT EVENTS. THE DISPLAY FOLLOWS STANDARD PROTOCOL AND THE LOGISTICS ARE COORDINATED WITH THE SOCIETY GOVERNOR OR COORDINATOR OF AN EVENT. THE FLAGS ARE DISPLAYED ON WOODEN POLES, WHICH FIT INTO IRON BASES, AND HAVE BRASS FINIALS. THE FLAGS AND POLES ARE STORED IN A CARRYING BAG. THERE ARE THREE BASES.
- **TABLE FLAGS:** THERE ARE 12 USA FLAGS, 32 SMDD FLAGS AND 23 BASES FOR USE AT TABLES FOR LUNCHEONS.
- **PODIUM BANNER:** IT HAS THE SEAL OF THE SOCIETY AND MAY BE DISPLAYED AT SOCIETY FUNCTIONS.
- **MODEL OF MAYFLOWER:** THIS IS A SCALE MODEL OF THE MAYFLOWER AND IS ENCLOSED IN A DISPLAY CASE FOR USE AT FUNCTIONS.
- **CHARTER OF SMDD:** THE ORIGINAL CHARTER OF THE SMDD, FRAMED. THIS IS DISPLAYED AT SOCIETY FUNCTIONS AS ABLE.
- **50TH ANNIVERSARY TRIBUTE:** THIS IS A FRAMED TRIBUTE FROM THE DELAWARE HOUSE OF IN HONOR OF THE 50TH ANNIVERSARY OF THE SOCIETY.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: ELDER

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; ROBERT HANSON

OVERALL RESPONSIBILITIES OF OFFICE/JOB: AS SPIRITUAL LEADER LEAD MEMBERS IN PRAYER AT SOCIETY MEETINGS; NOTE ON A SPREADSHEET DEATHS OF MEMBERS AND WRITE LETTERS OF SYMPATHY FOR THE SOCIETY; COMMUNICATE WITH THE ELDER GENERAL AS APPROPRIATE.

LINE ITEM RESPONSIBILITIES

- PROVIDE INVOCATION FOR BOARD OF ASSISTANTS MEETING AND REPORT ON THOSE MEMBERS OR FAMILY MEMBERS WHO HAVE DIED;
- PROVIDE FOR COMPACT DAY LUNCHEON THE INVOCATION, BLESSING OF THE MEAL AND BENEDICTION AND READ THE NECROLOGY OF THE MEMBERS WHO HAVE DIED SINCE THE LAST LUNCHEON;
- RECEIVE NOTIFICATION FROM THE SECRETARY OR OTHER MEMBERS OF THE DEATH OF A MEMBER OR DEATH OF AN IMMEDIATE FAMILY MEMBER. IN THE DEATH OF A MEMBER, WRITE A LETTER OF CONDOLENCE TO THE SPOUSE, CHILDREN, AND/OR PARENT. IN THE DEATH OF AN IMMEDIATE FAMILY MEMBER, WRITE OF LETTER OF CONDOLENCE TO THE MEMBER.
- RECORD AND MAINTAIN A SPREADSHEET ON THE DEATHS OF A MEMBER OR OF THEIR IMMEDIATE FAMILY;
- COMMUNICATE TO THE ELDER GENERAL THE DEATH OF A MEMBER WHO WAS AN OFFICER OF THE SOCIETY.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: ASSISTANT: EDUCATION

TERM OF OFFICE: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; SUSAN BUNTING

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO IDENTIFY, ACQUIRE, AND/OR PREPARE MATERIALS RELATED TO THE SOCIETY'S MISSION AND DISSEMINATE TO THE DELAWARE SCHOOLS AND OTHER EDUCATIONAL INSTITUTIONS.

LINE ITEM RESPONSIBILITIES:

- SERVE AS A LIASION WITH THE DELAWARE DEPARTMENT OF EDUCATION TO DETERMINE THE BEST MEANS (BOOKS, INTERNET, VIDEOS, CURRICULUM CONTENT, ETC) TO PROMOTE DELAWAREANS' KNOWLEDGE OF THE MAYFLOWER'S AND THE PILGRIMS' INFLUENCE ON THE AMERICAN WAY OF LIFE.
- KEEP UPDATED THE LIST OF QUALITY PRIMARY AND SECONDARY SOURCE MATERIALS THAT CAN BE DIGITALLY ACCESSED AND ELECTRONICALLY SHARED WITH THE CLASSROOMS THROUGHOUT THE STATE.

NOTE: CURRENTLY THE SOCIETY HAS CEASED GIVING BOOKS TO THE SCHOOLS. UNITS ON THE MAYFLOWER AND THE PILGRIMS HAVE BEEN INCLUDED IN THE COMMON CORE CURRICULUM FOR GRADES 4 OR 5 AND AGAIN IN GRADE 8. IN ADDITION HISTORY IS CAREFULLY WOVEN INTO THE LANGUAGE ARTS STANDARDS, WHICH WILL INCLUDE THE PILGRIMS AND THEIR SURVIVAL.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: CHAIR, COMMUNITY OUTREACH

TERM OF OFFICE/JOB: APPOINTED BY THE GOVERNOR

DESCRIPTION LAST UPDATED/BY WHOM: NEW POSITION

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO SEEK OPPORTUNITIES TO SHARE THE MESSAGE OF THE PILGRIMS WITH THE GREATER COMMUNITY AND ORGANIZE OUR SOCIETY'S PRESENCE AT SUCH EVENTS.

LINE ITEM RESPONSIBILITIES:

- CURRENT OPPORTUNITIES INCLUDE:
 - DOVER DAYS THE 1ST WEEKEND IN MAY
 - NEWARK MEMORIAL DAY PARADE THE 3RD SUNDAY IN MAY
 - LET FREEDOM RING IN NEWCASTLE ON JULY 4
 - NEW NATIONAL PARK

NOTE: SUGGEST FIRST CHAIR BE TINA LASSEN WITH COMMITTEE OF JOHN CROSSAN, NOEL KUHRT AND ANN HAPPOLDT.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: CHAIR OF FINANCE COMMITTEE

TERM OF OFFICE/JOB: APPOINTED BY THE GOVERNOR

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; J. TYLER LASSEN

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO MANAGE THE TWO ACCOUNTS THE SOCIETY MAINTAINS AT VANGUARD FLAGSHIP SERVICES.

LINE ITEM RESPONSIBILITIES:

- VANGUARD ACCOUNTS:
 - WATCH WITH AN EDUCATED EYE THE TWO ACCOUNTS: CAPITAL AND LIFE MEMBERS;
 - WITHDRAW MONEY TO PAY NATIONAL DUES FOR LIFE MEMBERS AS REQUESTED BY THE TREASURER;
 - MAINTAIN THE CAPITAL FUND FOR EMERGENCY USE BY THE SOCIETY;
 - PREPARE GROWTH PERCENTAGES FOR USE IN CASH FLOW REPORT AND NET WORTH REPORT AS REPORTED TO MEMBERS AT ANNUAL MEETING.
- PARTICIPATE IN BUDGET MEETING

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: CHAIR, LIBRARY COMMITTEE

TERM OF OFFICE/JOB: APPOINTED BY THE GOVERNOR

DESCRIPTION LAST UPDATED; BY WHOM: JANUARY 2015; ANN HAPPOLDT

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO GIVE BOOKS ON THE PILGRIMS, NEW ENGLAND HISTORY, GENEALOGY AND OTHER RELATED SUBJECTS TO LIBRARIES AND OTHER VENUES.

LINE ITEM RESPONSIBILITIES:

- REVIEW BOOKS AND OTHER LIBRARY RELATED DONATIONS FOR APPROPRIATENESS TO BE DISSEMINATED TO LIBRARIES UNDER THE SPONSORSHIP OF THE MAYFLOWER SOCIETY;
- MAINTAIN SUBSCRIPTIONS AND SUPERVISES AUTOMATIC MAILING OF THE MAYFLOWER QUARTERLY AND THE SILVER BOOKS USED FOR GENEALOGY RESEARCH SENT TO BOARD APPROVED LOCATIONS;
- PLAN EXPANSION OF SILVER BOOKS AND OTHER GENEALOGY RELATED MATERIALS.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: CHAIR, MEMBERSHIP COMMITTEE

TERM OF OFFICE/JOB: APPOINTED BY THE GOVERNOR

DESCRIPTION LAST UPDATED; BY WHOM: JANUARY 2015; J. KAI LASSEN

OVERALL RESPONSIBILITIES OF OFFICE/JOB: TO ACTIVELY LOOK FOR WAYS TO OBTAIN NEW MEMBERS.

LINE ITEM RESPONSIBILITIES:

- WORKING WITH THE HISTORIAN, MAINTAIN CONTACT WITH PROSPECTIVE MEMBERS AND ENCOURAGE THEM TO COMPLETE THEIR APPLICATION FOR MEMBERSHIP;
- ENCOURAGE FAMILY OF MEMBERS TO ALSO JOIN;
- OBTAIN PICTURES AND SHORT BIOGRAPHIES OF NEW MEMBERS TO BE PUBLISHED IN THE LYNES.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: ASSISTANT: LYNES EDITOR

TERM OF OFFICE/ JOB: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: JANUARY 2015; BARBARA G. WELCH

OVERALL RESPONSIBILITIES: PREPARE FOR PUBLISHING THE LYNES TWICE A YEAR TO BE SENT A MONTH BEFORE THE SPRING RECEPTION IN MAY AND THE COMPACT DAY LUNCHEON AND ANNUAL MEETING IN NOVEMBER.

LINE RESPONSIBILITIES:

- BE ALERT TO DISCUSSIONS AT BOARD OF ASSISTANTS MEETINGS AND EVENTS AS TO WHAT SHOULD BE INCLUDED IN THE NEXT ISSUE; IF NECESSARY ASSIGN SOMEONE TO PREPARE IT;
- COLLECT ARTICLES SENT BY MEMBERS;
- WORK/COLLABORATE WITH THE PROFESSIONAL WHO IS RESPONSIBLE FOR THE LAYOUT AND PUTTING TOGETHER A PROFESSIONAL PUBLICATION;
- GATHER/WRITE ARTICLES OF INTEREST TO FILL ANY WHITE SPACE;
- PHOTOGRAPH OR HAVE PHOTOGRAPHED SOCIETY-SPONSORED AND OTHER EVENTS OF INTEREST;
- RECEIVE FROM MEMBERSHIP CHAIR PICTURES AND SHORT BIOGRAPHIES OF NEW MEMBERS;
- SEND NEWSLETTER TO THE GOVERNOR FOR PROOFING;
- SEND A PDF MASTER COPY TO THE PRINTER (CURRENTLY MINUTEMAN PRESS) FOR PRINTING COPIES TO THOSE WHO DO NOT RECEIVE THE LYNES ELECTRONICALLY AND TO THE WEBMASTER (CURRENTLY JACKIE WILSON) FOR INCLUSION ON THE WEBSITE.
- THE ASSISTANT SECRETARY WILL SEND OUT THE ELECTRONIC COPY TO ALL MEMBERS WITH AN E-MAIL ADDRESS. SHE WILL ALSO PICK UP THE PRINTED COPIES FOR MAILING.

DELAWARE MAYFLOWER SOCIETY

OFFICE/JOB NAME: ASSISTANT: SOCIAL MEDIA

TERM OF OFFICE/JOB: ELECTED THREE YEAR TERM; MAXIMUM TWO CONSECUTIVE TERMS

DESCRIPTION LAST UPDATED/BY WHOM: NEW POSITION

OVERALL RESPONSIBILITIES: MANAGE THE SOCIETY'S OUTREACH THROUGH THE WEBSITE AND SOCIAL MEDIA OUTLETS SUCH AS FACEBOOK AND TWITTER.

LINE RESPONSIBILITIES:

- MANAGE THE SOCIETY'S WEBSITE AND KEEP IT UP-TO-DATE AND WITH CURRENT MATTERS OF INTEREST ON WELCOME PAGE. IF CAPABLE CAN DO IT YOURSELF; IF NOT DIRECT WEBMASTER, CURRENTLY JACKIE WILSON;
- LOOK FOR WAYS TO COMMUNICATE WITH MEMBERS AND JUNIOR MEMBERS THROUGH FACEBOOK AND TWITTER AND USE OF LYNES.