

CHARLESTON BASE DUTIES & RESPONSIBILITIES HANDBOOK

REV NOV 2026

DUTIES AND RESPONSIBLITIES FOR USSVICB OFFICES NOT COVERED IN BYLAWS
Rev November 2026

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USSVI Charleston Base Chaplain

Title:

USSVICB Chaplain (Chaplain for United States Submarine Veterans, Inc. Charleston Base (USSVICB))

Objective:

To serve as Base Chaplain to the membership of USSVI Charleston Base utilizing the Base Chaplain Guidelines (attached)

Responsibilities:

Attend all meetings (whenever possible).

Offer short opening and closing prayers at each meeting.

Conduct a Lost Boats Tolling for the month.

Provide a binnacle report at each meeting.

Provide cards to base membership when they are sick or mourning; provide cards to non-base membership if requested. If possible, provide birthday cards to members.

Organize and conduct the bell tolling for members who depart on Eternal Patrol, to include coordinating with the family and funeral home, and at times other fraternal organizations.

Assist shipmates in time of spiritual need while ensuring all counseling or discussions remain confidential.

As requested, visit those shipmates and their family members who are sick and in need of comfort, whether in the hospital or at home.

As requested, visit those shipmates and their family members who are bereaved and in need of comfort.

OPTIONAL: If requested by the family, conduct a memorial or funeral services for deceased shipmates.

Qualifications:

Be familiar with the Bible.

Be able to pray in public.

Be comfortable speaking in public and possess good verbal skills.

Be a compassionate person.

Strong moral character.

Charitable Foundation Ambassador Program

The Charleston Base participates in the Charitable Foundation Ambassador program.

The CF Ambassador is an appointed position within the Ambassador's Primary USSVI Base. The Base Commander will appoint the Base Ambassador.

This position is an Executive Board Member whose primary duties are to serve as the liaison between the USSVI Base and the Charitable Foundation.

If a qualified Ambassador is not available a base CF Point of Contact (CFPOC) will be appointed.

When appointed the CFPOC will contact the National CF Ambassador Coordinator to schedule training to potentially become the base Ambassador. If the training is not able to be completed within a year, the Base Commander and the individual should reevaluate the best path forward.

Duties:

- Educate the base membership about the programs that are available through the USSVICF
- Monitor and identify situations where membership and families might benefit from those programs
- As needs are identified, advise the base commander on the need and viability prior to submission to CF National
- Once CF National approves the request, work with the base commander in facilitating the grant at the local level.
- Report back to the National CF once the grant has been received

USSVI Charleston Base Chief of the Boat (COB)

To establish and maintain a line of communication with all base members.

To ensure the meeting room is setup and broken down at each base meeting with the assistance of the Vice Commander.

To handle the military aspects of base ceremonies, including memorial services.

To maintain a checkout system for base equipment and to perform an annual inventory of base equipment.

To be responsible for the maintenance and upkeep of base equipment.

To schedule and supervise all Charleston Base working parties.

To act as an assistant to the Rec Committee Chair as needed.

Promote Recruiting Strategies to help increase membership.

To encourage other base members to be involved in the recruiting effort.

Assist as needed in fund raising efforts for the base and base projects.

To assist the Base Commander as required.

USSVI Charleston Base Comptroller

The comptroller supervises the generation and execution of the Base budget. He will report to the base after each quarter the income and expenditures for each budget category.

The comptroller has no authority over the execution of the base finances.

The comptroller is appointed by the Base Commander.

Provides Base Budget forecast no later than October each year to allow review and approval by November.

Confer with Base Commander, COB, Webmaster, Holland Club Coordinator, Parade Float Coordinator, Rec Committed Coordinator, NNPTC Liaison, Cold War Memorial POC and Special Events Coordinator for expected spending to develop the budget forecast.

Complete the quarterly budget report and send to the Webmaster to be posted on the website prior to the 1st meeting of the new quarter.

USSVI Charleston Base Float Coordinator

Title: Base Float Coordinator, USS Thresher

Objective: To keep the base float in a safe and usable condition to be displayed throughout the year.

Responsibilities:

1. Maintain the tires, wheels, and wheel bearings in good working order.
2. Ensure all taillights and connections are in good shape and working properly.
3. Have wheel bearings inspected and repacked once each year, or after a one-thousand-mile trip.
4. Provide the float to base members as requested once the member has notified the BOD on where and why it is being used.
5. Maintain the flags and buntings, ensuring they are cleaned by the using member after each use.
6. Provide an inventory list for the using member to sign and return all items provided for the use.
7. Replace worn items as needed.

Qualifications: Basic Mechanical and electrical knowledge, along with basic management skills.

Time Required: Approximately 40 hours annually

USSVI Charleston Base Historian

The Charleston Base Historian is responsible for preserving, documenting, and sharing the history and legacy of a club through records and artifacts.

Working with others in the base leadership (Secretary/Membership Chair/Webmaster/ Photographer-Videographer, etc.) the Historian will maintain all files that contain the history of Charleston Base. These will include items such as:

1. Membership
2. Meeting Attendance
3. Newsletters
4. Incoming mail (when related to base functions)

Transfer paper documents to digital format and retain both.

Maintain picture files on digital format of events the base takes part in.

The historian maintains records all significant base events, meetings, competitions, and milestones. This includes noting award winners and officer changes.

The historian will collect and preserve memorabilia such as photographs, newspaper clippings, brochures, programs, and trophies. These items are organized in digital archives, or filing systems to ensure accessibility for current and future members.

USSVI Charleston Base Holland Club Chairman

Obtain up-to-date list of Charleston Base members from Membership Chairman eligible for Holland Club induction.

Provide list of Holland club inductees to National Holland Club Chairman & request proper certificates.

Conduct Holland club induction ceremony at April Charleston Base meetings when membership packets arrive.

Maintain liaison with National Holland Club chairman for any pertinent information that may be of interest to base Holland Club members.

USSVI Charleston Base Kap(SS) 4 Kid(SS) Coordinator

Objective: To provide a Community Outreach Program giving USSVI Charleston Base a means to get in touch with the Community by giving embroidered caps to children who are the victims of cancer or other afflictions that have cost them their hair or dignity through Chemo or Radiation treatments.

Job Description: The K4K Coordinator is responsible for implementing the K4K Program in accordance with the Executive Board's aforementioned objective.

The K4K Coordinator will plan and organize K4K visits to institutions where children are suffering from the effects of Chemo or Radiation in their battle against the rages of cancer. It is the K4K Coordinator's responsibility to identify the institutions and special programs where children are being treated for cancer, or where cancer patients are having fun away from treatment centers, ergo Camp Happy Days.

The K4K Coordinator will communicate to the Base Commander and the Executive Board the date, time, place, and any other pertinent information on the K4K visit. The K4K coordinator will have arranged all aspects of the visit with the staff of the institution to be visited. When space at the K4K visit site allows, a general announcement will be made to all Sub Vet members, encouraging them to attend. The K 4 K Coordinator will communicate with each visiting Sub Vet member the rules and regulations of the institution to be visited.

During the visit, the K4K Coordinator will ensure that each child receives an embroidered Honorary Submariner Charleston Base cap, a certificate as an Honorary Submariner and a picture, suitable for framing, of a submarine. It is the responsibility of the K4K Coordinator to have sufficient quantities of materials on hand.

The K4K Coordinator will at all times ensure that the K4K Program supports the USSVI Creed " ... constant source of motivation toward greater accomplishments." with all the dignity and honor it deserves.

The K4K Program goal is very simple: To bring a brief respite from the suffering of children by bringing some joy and comfort and a hat.

USSVI Charleston Base Little David Coordinator

1. To coordinate with the Berkeley County Museum on the presentation and upkeep of the CSS David replica.

2. To inspect and make a list of work to be accomplished prior to Memorial Day.

3. To assist the COB with the scheduling of working parties to repair and maintain the CSS David replica.

4. Keep the Base Commander and the Board of Directors informed of all events and happenings.

Useful resources and How-To's

- Little David unveiling ceremony July 3, 2004
- Coordinate with the Berkeley Museum on any proposed maintenance dates
- Little David is located at the Santee Canal State Park. 900 Stony Landing Rd, Moncks Corner
- All SubVets get into the park free during maintenance and inspections
- Little David original plans
- The museum has electricity and water available for maintenance
- There is a list of tools and equipment needed for Little David maintenance
- Little David Historical marker. C.S.S. David Historical Marker (hmdb.org). Includes a grave marker of those lost on Little David in Jacksonville Fla. More detail at https://digitalcommons.unf.edu/historical_architecture_main/5955/ May 1905
- Little Daid attack details. CSS David - Wikipedia
- Wiki article. CSS David - Wikipedia
- Little David article on our website. Microsoft Word - Little David Project.doc (ussvicb.org)
- Naval Encyclopedia https://naval-encyclopedia.com/industrial-era/secession-war/css-david-1862.php
- The David-Class Torpedo Boats | Naval War - At Sea & Along Inland Waterways (civilwartalk.com) estimates the number of Little David boats. Good article
- Little David replica. Old Santee Canal Park - www.scliving.coop

USSVI Charleston Base Membership Chairman

- Solicit new members from all available sources:
  - Old shipmates
  - Fleet Reserve
  - Direct mailing to names provided
  - Current member old shipmates

- Collect yearly and lifetime dues from all members. Following year dues are payable by 1 October of the current year.

- Collect and process applications and dues for new members
  - Insure application is legible
  - Insure all information is correctly filled in
  - Insure proper dues amount is collected

- Maintain the USSVI National on-line membership database for Charleston Base.
  - Maintain member information and enter changes as necessary
  - Enter dues transactions at least monthly when dues are received
  - Enter new members into database including dues transaction
  - Send new applications and dues paid, along with a Dues Report to the National Office monthly

- Provide a current membership list to the Secretary, Base Commander, Webmaster and COB when any changes are made or as they desire.
- Provide membership list to Holland Club chairman and other members as requested.

USSVI Charleston Base National Awards Coordinator

Review National Awards Manual for updates at the beginning of the year.

Confer with Base Commander and Board for potential awards candidates early in January.

Collect information, facts and details to substantiate an award recommendation for candidates and develop the narrative IAW with National Awards Manual requirements.

Submit award recommendations to National Awards Chairman IAW dates set forth in the National Awards Manual.

Keep award candidates' recommendations secret to surprise awards candidates.

Keep a repository of past recommendations in order to facilitate smooth transition for future awards coordinator.

USSVI Charleston Base Newsletter Publisher/Editor

- Create and publish, on a monthly basis, a Charleston Base newsletter. Contents of newsletter to include, but not limited to:
  - Minutes of previous month's meeting or a link to the minutes on the Base Website
  - WWII boats lost for the current month
  - List of events for the current month (meetings, base activities, parades, memorials, etc.)
  - Articles pertinent to Charleston Base such as announcements of events, member achievements, local military/VA information
  - Submarine related news and stories, both old and new

- Solicit inputs for the newsletter from all available sources. Some of these are:
  - Undersea Warfare News Daily
  - RAO Bulletin
  - Member input
  - E-mail
  - Other base newsletters
  - Online resources

- Publish the newsletter in a way/s for delivery to all Base members
  - E-mail
  - US Post Office

- Create the newsletter in a format of choosing that is usable for all, such as Adobe Acrobat, MS Word, etc.

- Follow all copyright laws. Look for a Copyright listing at the bottom of a web page

<u>Useful Resources and How-To's</u>

- The Charleston Base was chartered July 24 1997
- Follow all copyright laws. Look for a Copyright listing at the bottom of a web page
- Add a link to any email address or website listed
- FRA and VA publications for Congress News related to vets
- Eternal patrol website. https://www.oneternalpatrol.com/
- Military and Vet holidays. https://veteran.com/military-calendar-holidays-events-observances/
- Submarine forces news. https://news.usni.org/category/submarine-forces
- Naval News. https://www.navalnews.com/category/naval-news/
- FRA 269 website. http://fra269gc.org/
- Defense news in Congress. https://www.defensenews.com/congress/
- Lost 52 Project. https://www.lost52project.org/
- Google search for Submarine news, ex. British submarine news
- Submarine MOH awardees. https://www.cmohs.org/recipients/lists/submariner-recipients?fbclid=IwAR1fA-agrjhbTO_wlNICR8yRL7S6NAVuikL5budiJ56LHKVLennCDY5a9nY
- US maritime museums. https://en.wikipedia.org/wiki/List_of_maritime_museums_in_the_United_States
- US National Archives. Legal to copy their resources. https://www.archives.gov/

USSVI Charleston Base NNPTC Graduation Coordinator

Purpose: To promote the Submarine Veteran's Association to upcoming submarine veterans by presenting awards during NNPTC graduations

1. Coordinate with NNPTC contacts to obtain awardee names for each graduation

2. Print awards for the highest GPA submarine designated officer and enlisted in each graduating class

3. Invite all base members to attend each ceremony, typically meet 0800 at the NWS NEX

4. Present the awards during the ceremony along with a brief statement about the purpose of the Submarine Veteran's Association

5. Keep the Base Commander and the Board of Directors informed of all events and happenings.

<u>Resources and How-To's</u>

- Graduations occur every 8 weeks, typically on a Friday starting at 0900
- Traffic is heavy, allow at least 45 minutes from the NWS NEX to arrive and be seated
- Be a SubVet ambassador during the event

USSVI Charleston Base NPS Legacy Awards

Purpose: To provide awards from the Charleston Base to the highest GPA submarine designate officer and enlisted for each graduating class.

1. Coordinate with NPS on each graduating date to obtain the officer and enlisted designate
2. Create and print the awards with standard navy paper and awards folders
3. Present the awards during each graduation
4. Keep and Base Commander and the Board informed of all NPS graduating dates
5. Inform and invite the Charleston Base to each graduation

USSVI Charleston Base Public Affairs Officer (PAO)

The role of the PAO is to publicize and advertise the work of USSVI Charleston Base using all methods of media available. The PAO will work in conjunction with base members assigned to all leadership positions within the base.

The PAO should make all attempts to publish (with pictures when possible):

A. One article per month to the American Submariner
B. One article per month to the Base Newsletter Editor. This can be the same article that was sent to the American Submariner when no other internal event has happened.

EXTERNAL PUBLICITY: The PAO has primary responsibility for all external publicity concerning base events.

A. Any base member can submit an article or idea for an article to the PAO.
B. The PAO will review and approve all articles being published to external sources, ie., Print Media (newspaper, American Submariner, etc.), and Audio/Video Media sources.

INTERNAL PUBLICITY:

A. Internal publicity is the responsibility of the member assigned to the position conducting the event to ensure it is publicized to base members utilizing those assigned to the position of newsletter, website and social media
B. The PAO may be consulted for internal publicity items but it is not required.

PAO RESPONSIBLITIES:

A. When possible, the PAO will provide press releases or articles as appropriate to Submarine Veteran and local publications. These releases will include but are not limited to:
   a. Announcement of monthly meetings
   b. Submit articles relating to events of Charleston Base.
   c. Submit articles for personal achievements of Charleston Base members.
   d. Submit Articles on family members as required/requested.

B. **News Publications:**

a. **Local Publications** (local newspapers/newsletters/etc.) should be used to promote local Charleston Base events when possible. There are many that may provide no cost advertising of meetings and events. The PAO will attempt to locate all that can be used.
Examples: Charleston Post and Courier (which includes: Summerville Journal Scene – Moultrie News – Berkeley Independent – Goose Creek Gazette

b. **National Publications**
   1. American Submariner
   2. FRA Today (for combined SUBVET/FRA events)

USSVI Charleston Base Photographer and Videographer

Attend all meetings whenever possible to do so.

Video the base meetings for Social Media to post.

Take photos at base meetings and related events for Webmaster to post.

Take videos at events as requested.

Provide high resolution photos as requested after the requester identifies the photos needed from the webpage.

Maintain an archive of the pictures and movies of Charleston Base meetings and related events.

USSVI Charleston Base Recreation Committee

The Chairman of the Recreation Committee will be appointed by the Base Commander.

The Recreation Committee shall consist of no fewer than two and no greater than six members.

The Recreation Committee will submit an annual plan each October to the Board of Directors for the next Fiscal Year. Examples of events are a picnic, hog roast, oyster roast and Christmas party. The events proposed by the Recreation Committee are not limited to these examples.

The Recreation Committee Chairman will work closely with the Special Events Coordinator to avoid event date conflicts if possible.

The Recreation Committee Chairman will make recommendations to the Board of Directors who have final approval on events.

Every effort shall be made to minimize the labor required of the Charleston Base Submarine Veterans and their families.

For each event proposed, the Board of Directors will approve a budgeted amount. The Recreation Committee will identify an admission fee that does not exceed the budgeted amount. Any admission fee is waived for WWII and Korean War veterans and their families.

The Recreation Committee will generate and maintain a list of items required for each event, for example include food, entertainment, consumables, and drinks. This list will be maintained by the Recreation Committee with a copy filed with the Base Secretary.

After each event the Recreation Committee will meet to discuss the lessons learned from the event and the changes required. This list will be maintained by the Recreation Committed and the Base Secretary.

USSVI Charleston Base Scholarship Chairman

Promote “Scholarship Program” throughout the year during monthly meetings and to the public via the Public Affairs Officer (PAO).

Promote the sales of the USSVICB “Challenge Coin” & organize various raffle events throughout the year.

September: begin planning for the annual rummage sale.
Provide requested information Liability Insurance etc……

Around December time frame review the Scholarship Application update the Scholarship as needed for the upcoming year this includes the award date, and deadlines and changes if any to the scholarship and its minimum requirements on the USSVICB Website for any modifications that are needed and aggressively start promoting the Scholarship Program for the year, set deadline date (Usually April 15).

January - February: Send emails containing the current application form to the TRI County area HS guidance counselors informing them of the potential scholarship opportunity.

May timeframe, call the Scholarship Committee together for review and selection of awardees. Determine the amounts to be awarded.

Send letters to applicants informing them of their selection or non-selection. Inform the selectees of the Award Presentation date, usually the June monthly meeting.

Inform USSVI Treasurer of names of selectees and amount of scholarship so that checks can be made out to selectees.

Prepare certificates for the presentation

Several days before the June meeting, call the selectees and confirm that they will be present at the presentation. Give directions and inform them that the scholarships will be awarded at the start of our meeting.

USSVI Charleston Base Secretary

A. Keeps full and accurate records of minutes of all meetings of Charleston Base and of all matters of which written record have been ordered by the Base Commander.
B. With the aid of the Base Commander, carries on all correspondence of Charleston Base.
C. Keeps a complete and accurate sailing list of all members, officers and committees of Charleston Base, including address, phone number and e-mail address.
D. Issues all notices of special meetings.
E. Maintain a Description of Duties binder for all elected and appointed officers.

Additional Duties:

A. Email new business determined by the Board of Directors to be addressed by the base at the next meeting to the membership by 1800 the Monday prior to the base meeting.

USSVI Charleston Base Social Media

Title:
USSVICB Social Media Coordinator

Objective:
To Promote Charleston Base on Social Media Platforms

Responsibilities:
- Attend all meetings when possible
- Manage Charleston Base Facebook Page
- Manage Charleston Base Instagram Account
- Manage Charleston Base YouTube Account
- Communicate the purpose of social media and encourage promotion of social media
- Promote Charleston Base Activities

Qualifications:
- Strong computer skills
- Working knowledge of managing Facebook Pages
- Own mobile device (required for Instagram)
- Excellent writing and editing skills
- Basic Video Editing Skills for YouTube videos

Measure of Success:
- Positive Engagement with Facebook page visitors and Instagram followers
- Positive Engagement on Public YouTube videos

USSVI Charleston Base Special Events Coordinator

Ensure there is communication to base members for all special events.

Schedule special events not to interfere with other base functions. The Special Events Coordinator will work closely with the Recreation Committee Chairman to avoid event date conflicts if possible.

Ensure all special events are approved by the Executive Board.

Provide a written request for parades and all events requiring pre-registration.

Inform all members of the required uniform for special events.

Provide information to Base Commander and the Executive Board as required.

Prepare Annual Events Calendar in coordination with Base Leadership in December.

Solicit for volunteers to help implement events.

Provide schedules for volunteers when needed.

USSVI Charleston Base Storekeeper Duties

Primary Tasks:

Maintain a stock of patches, pins, decals, ties, and hats for members to purchase.

Order vests, patches, and other special-order items for base members upon their request.

Provide members with forms to list patches they wish to purchase from the USSVI National Storekeeper and to list ships/duty stations they wish to have embroidered on the back of their vest if one is purchased.

Deliver/Pickup vests to the embroidery shop.

Order USSVI calendars from National Storekeeper when they become available, 40 calendars have been a good number with the present membership.

Order Holland Club hats based on the number needed for the new induction of members (number provided by committee chair). Since the base pays for the hat, they are purchased from the vest lady. Invoice is given to Holland Club Committee Chair for reimbursement.

Secondary Tasks:

Maintain an inventory of vests, sizes small to triple large to sell to new members.

Search the internet and social media platforms for new items to purchase and sell to the membership.

USSVI National Storekeeper
BC Patch LLC
877-728-2401
Barry Commons
925-625-7848
BCPatch@comcast.net
Order:
Patches, Hats, Pins, Ties, Calendars and vests (if needed)

Ann Simler
843-873-0792
Order:
Presently our Vest Maker, she will make up to 2 vests a month. Order and money given to Julian Villegas, her neighbor.
143 E. Edgefield Dr.
Summerville, SC 29483

_____

Vest Lady
Jennifer Dugan
Subvest.com
Order:
Order Holland Club hats for Holland Club Inductions (she does not charge as much as National Storekeeper.
Also a 3rd backup for purchasing vests.

_____

Infinite Creations by Tyler
Tyler Patts
843-875-0790
960 Bacons Bridge Rd.
Summerville, SC29485
Order:
Vest Embroidery and Patch Sewing

USSVI Charleston Base VA Officer

Title:

USSVICB Veteran Affair Officer (USSVICB)

Objective:

To serve as the Veteran Affairs Officer to the membership of USSVI Charleston.

Responsibilities:

Attend all meetings (whenever possible).

Provide a veteran affairs report at the meeting.

Advise base members (and possibly dependents of base members) of rights and benefits including compensation, pension, insurance, death and burial benefits, medical/hospitalization and education.

Assists with filling out necessary paperwork as requested. This can be accomplished by assisting the requestor to make an appointment at the nearest VA office and seek the assistance of a VSO (Veterans Service Officer).

Monitor various VA and military news for any information that should be made available to base members/families.

Provide the base webmaster with VA information that should be listed on the base website.

Provide the base newsletter editor with VA information that should be included in the monthly newsletter.

Qualifications:

Be familiar with Veteran Affairs procedures.

Be familiar with Federal, State and local VA offices.

Be able to contact Federal, State and local VA offices as needed.

USSVI Charleston Base Webmaster

Title:

- USSVICB Webmaster (Webmaster for United States Submarine Veterans, Inc. Charleston Base (USSVICB))

Objective:

- To maintain the USSVICB website as a useful tool for membership use.

Responsibilities:

- Attend all meetings (whenever possible).
- Communicate the purpose and encourage the use of the website among base membership.
- Update and maintain web site to keep it current and interesting.
- Utilize the web site for communication with members.
- Maintain contact with USSVI National to ensure base website is compatible with the National website.
- Maintain contact with web hosting company to ensure adequate resources are available. (Addendum page provided to USSVICB Secretary with all web hosting contact info and passwords.)

Qualifications:

- Working knowledge of USSVICB bylaws.
- Strong computer skills.
- Working knowledge of web page authoring.
- Familiarity with web site construction.
- Excellent writing and editing skills.
- Strong leadership and project management skills.

Measure of Success:

- Web site is up to date and provides useful information Charleston Base of United States Submarine Veterans, Inc. (USSVICB)

United States Submarine Veterans, Inc. Charleston Base
Chaplain Guidelines
Original: July 2007 Rev: September 2026

Ref: (a) USSVI Chaplain's Manual, February 2026

PURPOSE: This document provides working guidelines to the Charleston Base Officers and Board of Directors (BOD) regarding the office of Base Chaplain.

1) These guidelines are approved by the BOD and may be amended by the BOD whenever the need becomes apparent.

2) These guidelines are not to be construed as all inclusive or to be strictly adhered to but to be used as a guide for the Chaplain to complete his duties.

3) Choosing the Base Chaplain:
   a) The Base Chaplain is appointed by the Base Commander. He should serve as long as he is able to be of service, until he desires to relinquish his appointment or the Base Commander feels there is someone better qualified for the position.
   b) The Base Chaplain should be familiar with the Bible, be able to pray, be comfortable with speaking in public and be a compassionate person.

4) The Base Chaplain duties will include, but not limited to:
   a) Offer opening and closing prayers at each meeting.
   b) Offer binnacle report at each meeting.
   c) If requested, conduct short memorial or funeral services for deceased shipmates. (see para 6) Funerals and Memorial Services)
   d) Assist in the planning and conduct of an annual memorial service of some type.
   e) Assist shipmates in time of spiritual need. Ensure everyone understands that anything said to the Chaplain in counseling or discussion will remain confidential.
   f) When possible, visit those shipmates and their family members who are sick and in need of comfort, whether in the hospital or at home.
   g) When possible, visit those shipmates and their family members who are bereaved and in need of comfort.
   h) Be responsible for managing a Memorial Fund (amount to be determined by the BOD.)

5) Memorial Fund:
   a) The Chaplain will have access to funds to operate his office (yearly budget amount to be determined by the BOD.) An account will be given to the Base Treasurer for any funds expended or any reimbursements required.
   b) Memorial Funds will be expended as follows:
      i) Postage for mailing cards to sick and bereaved.
      ii) Supplies for printing/buying cards to mail.

iii) Memorial Service needs: EP Certificate holders, shadow boxes, dolphins, brass plates, etc.
iv) In case of death or illness:
(a) Contact shipmate's immediate family (wife/parents/children) as soon as the issue is known

6) Funerals and Memorial Services:
a) Deceased Submarine qualified shipmates will fall into one of three categories:
i) Non-USSVI members (SS qualified but not members)
ii) USSVI Members at Large (MAL) or members of another base
iii) USSVI Charleston Base members

b) Non-USSVI members:
i) The Chaplain will ensure information, when known, concerning any shipmate's passing is promulgated to the base membership. Info will include all pertinent details of services. All base members will be encouraged to attend the wake/viewing/services and wear their vests as a sign of support to the family.

c) USSVI Members at Large (MAL) or members of another base:
i) When contacted by the family of the MAL or the leadership of another base, the Chaplain will offer whatever assistance needed, dependent on available Charleston Base resources at the time of the services. All efforts will be made to ensure support for the departed shipmate's family/base.

d) USSVI Charleston Base members:
i) When notified of the death of a Charleston Base member, the Chaplain will make contact with the family as soon as possible. Additionally, he will promulgate to the membership as many details as known. Once service arrangements have been made, the chaplain will promulgate that info to the membership.
ii) If the family requests, the Chaplain will conduct the service to the best of his ability. He will work with the funeral home and family to ensure the wishes of the family is met whenever possible. In preparation for the service the Chaplain will call upon the base leadership for assistance as necessary.
iii) A typical service will consist of the following elements at a minimum:
(1) Chaplain remarks
(2) Music (Navy Hymn, Amazing Grace, etc.)
(3) Scripture (if requested by family)
(4) Presentations:
(a) Eternal Patrol Certificate
(b) Dolphin Shadow Box – Gold or Silver
(c) Commemorative Coin – Charleston Base or Holland Club
(5) Bell Tolling
iv) The Chaplain will promulgate the prescribed uniform for the service participants. He will discuss this with the family and adhere to their wishes. The uniform will be either:
(1) Vest Uniform – cover (use decided by chaplain): SUVBET vest, blue shirt (long or short sleeve), dark tie (dolphin tie preferred), khaki pants, dark shoes
(2) Charleston Tuxedo – no cover worn: navy blue blazer, full sized dolphins or pocket fob, khaki pants, dark shoes
v) The Chaplain will promulgate an order of service to base members who will be participating in the services.

Treasurer Turnover

On the occasion when a new treasurer is elected this information will be used during the turnover of the bank account.

A. Bank of America
    1. Two forms of ID
    2. Base Commander present
    3. Current treasurer present
    4. Incoming Treasurer present
    5. Newsletter, copy of webpage , etc showing election of new treasurer.
    6. Bank card transfer.
    7. Bank login password.
    8. How to pay national dues.

B. Edward Jones
    1. Current treasurer
    2. New treasurer
    3. ID
    4. Website password

C. Passwords
    1. Bank of America
    2. Edward Jones
    3. Email address & password
    4. PayPal (if still using).

D. End of the Year report. (EOY)
    1. Process
    2. Past reports

E. Check Books

F. Deposit books

G. Totes with past paperwork.