

**MEMORIAL SERVICE CHAIRMAN
NATIONAL CONVENTION COMMITTEE
DUTIES AND RESPONSIBILITIES**



This information sheet is to be used as a guide to the duties and responsibilities of the National Convention Memorial Service Chairman. It is not intended to be all-inclusive.

You will be working with Quentin Carroll, Director, Administrative Operations (816.968.1144, qcarroll@vfw.org) and his administrative assistant Marti Vassholz (816.968.1112, mvassholz@vfw.org). When sending emails, please copy both Quentin and Marti. All questions regarding the Memorial Service will be directed to them.

The Memorial Service Chairman will provide suggestions/recommendations for a guest speaker to deliver the memorial service address, a musical guest to perform during the service, a live bugler for the playing of *Taps*, assemble a group of Gold Star Mothers/Families to be recognized, and coordinate 8-10 volunteers.

Guest Speaker

The guest speaker should be a prominent figure within the local community. The address should not be more than 10 minutes in length and fit the narrative of a memorial service. Stories of service and sacrifice are a common theme. Recommended candidates, along with their biographies and a copy of their speech, are to be submitted to National Headquarters for approval by the Director of Administrative Operations. Biographies must accompany all recommendations.

Musical Guest

Traditionally, the VFW Auxiliary National Soloist will sing the *National Anthem* and *Sleep Soldier Boy* or another appropriate song selection. The Chairman shall be responsible for recommending a musical guest to perform up to three selections. The song selections should be “memorial” in nature and non-denominational. They may also perform 15 minutes prior to or after the service as guests are entering and leaving. Administrative Operations has final approval of all individuals chosen to participate and song selections.

Bugler

“Live” Bugler is preferred (no electronic bugle) for the playing of *Taps*.

Gold Star Mothers/Families

Each year the VFW pays tribute to Gold Star Mothers/Family members by hosting a reception prior to or after the Memorial Service on Sunday. Participants are recognized as honored guests during their attendance at the Memorial Service. The Memorial Service Chairman will reach out to local Gold Star Mother chapters, Department of the Army Survivor Outreach Services

(S.O.S.), or other like mission orientated groups to develop a list of potential participants. VFW National Headquarters will provide the invitation; however, it will be the responsibility of the Chairman to address and mail or email the invitations and will be the point of contact for all RSVP's. The Chairman shall coordinate the reception with the National Chaplain and Headquarters Staff. The reception is by invite only. We will need a final count of attendees for the caterer.

Volunteers

8-10 volunteers are needed the day of the service, to arrive one hour prior to the start, for distribution of the Memorial Service Programs (artwork/printing is done by the KC office).

Notes

Once selected, the guest speaker, musical guest, and bugler will be sent official letters thanking them for their commitment to participate and pertinent details. Each will be provided a form to fill out and return to VFW National Headquarters with essential contact information. It will include participant's name, title, telephone number(s), mailing address, email address and tax id number or their social security number.

Honorariums are provided to the following: \$500 to the guest speaker, \$500 to the musical guest, and \$100 to the bugler. In some cases, speakers or musical guest(s) may require a contract. If this is the case, a contract must be submitted and reviewed by VFW National Headquarters during selection process.

The musical guest shall identify its set list and identify their needs (such as CD player, keyboard, microphones, risers, etc.) immediately upon selection.

Rehearsal letters and copies of the Memorial Service script will be sent out to the participants.

Set-up for the Memorial Service is typically completed by the VFW Headquarters Staff with a walkthrough conducted approximately two days prior to the service. However, the Memorial Service Chairman should be prepared to assist as directed or if needed.