

To: All Members of the Honor Guard

From: Joe Reardon & Joe Keifer

Subject: Re-Organization

It has been suggested there was a need to elect new leadership now that Jack Thomas is no longer available to help with the administration of the organization. We both agree that we need some new blood in the leadership role, but we feel that before we have any kind of an election we need to make the organization more formal. We need to define our role within Del Vet's and set down our reasons for Being and set up some rules on how we will operate. A single person in charge, while sounding like a good idea, could be a disaster if we do not have others to fall back on when that single point person is not available for some reason.

We need to put on paper an organization outline along with our principles and Mission Statement. Then we can determine what posts can we fill by Election and which posts do we fill by appointment.

We look at this organization as the service arm of the larger body of members known as Del Vet's Post 1. It was formed after some members of the Post attended a funeral of one of our Veteran Members. The funeral director asked if we would like to fold and present the flag to the widow. We did not feel comfortable in folding the flag after we had watched the. Military do it so often on T-V but we would certainly be willing to handle the presentation, and Our Chaplain did an excellent job It was on the way home from Veteran's Cemetery that we decided that we should be able to perform those tasks if asked to do it. In addition we had been reading in the paper about the difficulty the Military was having in supplying Firing Squad & Honor Guard for Veterans that were not retired Military Personnel. We felt that with the proper equipment and a little bit of training and a lot of practice we could offer our services if asked. This leads to what we call The Mission Statement. The following are our thoughts about what the Honor Guard has been over the last 6 years and where it is going in the future.

### **HONOR GUARD MISSION STATEMENT**

- **To bring comfort to the families of members who have passed away by the use of Military Type Actions to honor our departed friend by giving a final Salute and perhaps folding and presenting the flag that draped the coffin, to the Family.**
- **Offer to have a squad fire the volleys when we are able to acquire enough weapons to equip them.**
- **Assist the Post in the annual ceremony honoring our deceased members by participating in the planning and execution including the firing of the volleys.**
- **Participate in fund raising activities for the Post, sponsoring some and helping with others. The "Help" are things like manning the P/A System and handling traffic and parking control.**

In order to carry out our mission as outlined in the Mission Statement it is felt that we need the following:

**Honor Guard Captain** - Be the leader and main contact between the group & the Post, calling meeting and presenting to the organization the various requests and invitations received.

**Honor Guard Lieutenant** - Be a part of the Administration of the organization and act as back up for the Captain. Be next in line for the leadership role if the Captain becomes unavailable for any reason.

**Color Guard Sargent** - Be part of the Administration of the Organization and also be responsible for the Parade Flags and other Parade Equipment. Be third in line of progression in case the other leadership become unavailable.

These 3 positions would be filled through an election that would be held once every 3 years unless a position would become vacant

Additionally there are a few positions that should be filled by a volunteer or by appointment.

**Armored** - Someone to maintain the M-1's and ammunition

**Quartermaster** - Someone to be responsible for Ties, Shirts, Hats, Gloves, Patches, Beer Mistier etc. and have a supply on hand except for shirts and the Beer Mistier.

Election held 4/14/2004 results:

<b>Captain</b>	<b>Joe Reardon</b>
<b>Lt.</b>	<b>Bob Moynihan</b>
<b>Sgt.</b>	<b>John (Moon) Reilly</b>

### **Appointments**

<b>Armorer</b>	<b>Joe Barnes</b>
<b>Quartermaster</b>	<b>Rich Micolucci</b>