

## Chemical Corps Regimental Association

29 August 2010

### Policy Letter 2

**SUBJECT:** Chemical Corps Regimental Association Officer Nomination Procedures and Requirements

**1. General.** Where there is any deviation from the Constitution and By-Laws, this Policy Letter will take precedence until the Constitution and By-Laws are revised to reflect changes. The selection criteria for officer positions in the Chemical Corps Regimental Association (CCRA) ensures that the Association has the right individuals who have the interest of our Soldiers at heart, have demonstrated that they actively contribute to the support of the Chemical Corps/Chemical, Biological, Nuclear, and Radiological (CBRN) Defense mission, and have served our Nation honorably. Being an officer of the CCRA places demands on an individual's time. An officer of the CCRA must be willing to devote the necessary time to meet the obligations of his/her office. To be considered for a CCRA office by the Board of Directors, the individual must:

- a. Be a retired or honorably discharged member of the United States military or a civilian directly associated with or supporting the Chemical Corps/CBRN Defense mission. The one exception to this is eligibility for the Chairman and Vice Chairman positions. These individuals must be retired/honorably discharge U.S. Army Chemical Corps military or civilians who served in direct support of the United States Army Chemical Corps.
- b. Be a CCRA Life Member in good standing.
- c. Not simultaneously hold another position in the CCRA to include a Chapter position.
- d. Be willing and able to devote time to attend regular and special meetings and work projects as required. (Officers may not miss more than two regular quarterly meetings in a row.)
- e. Be prepared to conduct travel and attend activities (perhaps at their own expense) as an ambassador of the CCRA and to promote CCRA programs.

### **2. Nominations and Election Process.**

a. Any CCRA Life Member in good standing may nominate individuals for CCRA officer positions. Also, a Life Member in good standing may nominate him or herself. Nominations will be submitted within the nomination window when vacant positions are announced on the CCRA webpage. A candidate may be nominated for more than one vacant position.

b. Eligible members will use the format provided in appendix 1 when nominating an individual or nominating themselves for a vacant CCRA officer position and submit the completed form to the CCRA Business Office through regular mail or email using the contact information below:

CCRA Business Manager  
Attention: Nominating Committee  
Chemical Corps Regimental Association  
PO Box 437  
Fort Leonard Wood, MO 65473-0437

or

**ccramanager@embarqmail.com**

Using subject line: "CCRA Officer Nomination"

c. The Executive Committee will serve the function of Nominating Committee. Nomination submissions will be verified for eligibility by the Nominating Committee and provided to the Board of Directors for selection. Officers are elected by a majority vote of the Board of Directors.

3. **Terms of Office.** Terms of office are for three years unless terminated by the individual or for cause by the Board of Directors. An additional three-year term may be granted with the consent of the Board of Directors. Termination conditions apply to the additional three-year term.

4. **Description of Duties.** The descriptions of duties on the various offices are provided in appendix 2. These descriptions are provided to highlight duties and are not limited in scope to what is stated.

5. **Chairman and Vice Chairman.** The Chairman and Vice Chairman occupy key positions within the CCRA. The Chairman acts as the CCRA Chief Executive Officer (CEO) and the Vice Chairman acts as the CEO in the absence of the Chairman. The Chairman and Vice Chairman are voting members of the Board of Directors and voting members of the Executive Committee. Individuals from the Fort Leonard Wood area or outside the Fort Leonard Wood area may fill these positions but it is essential that at least either the Chairman or the Vice Chairman live in close proximity to Fort Leonard Wood to facilitate conducting the business of the CCRA on a day-to-day basis. In addition to the criteria in paragraph 1 above, to be considered by the Board for selection as Chairman or Vice Chairman, the nominee must be willing and able to participate in Executive Committee meetings either physically or telephonically.

6. **President.** The President is a voting member of the Board of Directors only in the event of a tie vote. The President is a voting member of the Executive Committee. The president must be able to provide support to each program and program vice president as required. In addition to the criteria in paragraph 1 above, to be considered by the Board for selection as the President, the nominee must be willing and able to participate in Executive Committee meetings either physically or telephonically and live in close proximity to Fort Leonard Wood to facilitate day-to-day business of the CCRA.

7. **Directors at Large.** The CCRA Board of Directors consists of four Directors at Large. Directors at Large are voting members of the Board of Directors.

8. **Chief Operating Officer (COO).** The COO is a non-voting member of the Board of Directors but is a voting member of the Executive Committee. In addition to the criteria in paragraph 1 above, to be considered by the Board for selection as the COO, the nominee must be willing and able to participate in Executive Committee meetings either physically or telephonically and live in close proximity to Fort Leonard Wood to facilitate day-to-day business of the CCRA.

9. **Vice Presidents.** Vice Presidents (VP) are non-voting members of the Board of Directors. Vice Presidents serve at the discretion of the President and the Board of Directors. The Vice President positions are:

- VP for Membership
- VP for Corporate Membership
- VP for Programs
- VP for Chapters
- VP for Museum and Historical Affairs
- VP for National Guard and Reserve Affairs
- VP for Administrative Affairs

The Vice President for Administrative Affairs and the Vice President for Museum and Historical Affairs must live in close proximity to Fort Leonard Wood to facilitate activities and responsibilities of those offices.

10. **Secretary.** The Secretary is a non-voting member of the Board of Directors and a non-voting member of the Executive Committee. The Secretary shall be the Custodian of Board documents and records, except those specifically assigned to others. In addition to the criteria in paragraph 1 above, to be considered by the Board for selection as the Secretary, the nominee must be willing and able to participate in Executive Committee meetings either physically or telephonically. An attempt shall be made to nominate and approve a Secretary who lives in the Fort Leonard Wood local area to facilitate requirements of the Association.

11. **Honorary Colonel of the Corps and Honorary Sergeant Major of the Corps.** The Honorary Colonel of the Corps and the Honorary Sergeant Major of the Corps are not considered officers of the CCRA and have no authority over or within the CCRA. Individuals actively holding the position of Honorary Colonel of the Corps or Honorary Sergeant Major of the Corps are not eligible to serve as an officer of the CCRA.

APPROVED BY THE  
BOARD OF DIRECTORS

Appendices  
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Appendix 1

**CCRA Officer Position Nomination Form**

1. Nominating Member.

- a. Name: \_\_\_\_\_
- b. Email: \_\_\_\_\_
- c. Telephone Number: (\_\_\_\_) \_\_\_\_\_
- d. How long have you known the candidate: \_\_\_\_\_

Check here if self-nominated

2. Candidate if not self-nominating:

- a. Name: \_\_\_\_\_
- b. Email: \_\_\_\_\_
- c. Telephone Number: (\_\_\_\_) \_\_\_\_\_

3. Nomination For:

- Chairman
- Vice Chairman
- President
- Director at Large
- Chief Operating Officer
- Secretary
- VP for Membership
- VP for Corporate Membership
- VP for Programs
- VP for Chapters
- VP for Museum and Historical Affairs
- VP for Administrative Affairs

4. Is the candidate willing to devote the appropriate time to perform his/her duties?

5. Briefly describe why you believe that candidate is or you (self-nominating) are a good choice to serve in the CCRA position(s) indicated above (not to exceed one page)?

## Appendix 2

### **Duties of Directors and Officers**

#### **1. Chairman.**

- a. Serves as the Chief Executive Officer (CEO) of the Association.
- b. Subject to advice of the Board of Directors, has general charge of the business of the Association.
- c. Ensures the Association is operated in accordance with current Army regulations, Fort Leonard Wood regulations, special regulations, local policies, Articles of Incorporation, Bylaws of the Association, and Federal and State Law.
- d. Represents the Association on ceremonial occasions.
- e. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

#### **2. Vice Chairman.**

- a. Serves as the Chief Executive Officer (CEO) of the Association in the absence of the Chairman.
- b. Subject to advice of the Board of Directors, has general charge of the business of the Association.
- c. Ensures the Association is operated in accordance with current Army regulations, Fort Leonard Wood regulations, special regulations, local policies, Articles of Incorporation, Bylaws of the Association, and Federal and State Law.
- d. Represents the Association on ceremonial occasions.
- e. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

#### **3. President.**

- a. Prepares for and serves as the regular presiding officer at all Board of Directors' meetings.
- b. Serves as chief liaison with the Chief of Chemical and as advisor to the Executive Committee.
- c. Subject to advice of the Board of Directors, ensures the proceedings of the Board of Directors' meetings, together with the financial statements and other applicable documents, are submitted through proper channels.
- d. Signs all CCRA certificates.
- e. Represents the Association on ceremonial occasions.
- f. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

#### **4. Chief Operating Officer (COO).**

- a. Executes the business of the Association IAW approved policy, plans, and strategy and oversee the daily operations of the Association.
- b. Responsible for the financial affairs of the Association and shall serve as the Association Custodian of Funds.
- c. Subject to advice of the Board of Directors, is responsible for the administration of the Association, maintains proper accounting records, properly safeguards and accounts for funds, and ensures the Association is operating in accordance with accepted business practices.
- d. Signs and executes contracts (or delegate authority to do so) in the name of the Association when authorized by the Board of Directors.
- e. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

#### **5. Director at Large (Four Directors serve on the Board).**

- a. Serves as the policy, plans, and strategy-making organ of the Association.
- b. Has general oversight of the affairs of the Association.
- c. Promotes the Association, defines Association policy, and serves as honest broker for the administration of Association policy and procedures.
- d. Serves in the capacity of public relations and information, promoting and fostering the public image of the Association and the Chemical Corps Museum.
- e. Performs such duties pertaining to the operation of the Association as directed by these Bylaws or as the Chairman/Vice Chairman may direct.

#### **6. Vice President for Membership.**

- a. Coordinates membership drives and fund raising activities.
- b. Assists the Vice President for Corporate Sponsorship in soliciting support for the Association and patronage in the Chemical Corps Museum.
- c. Supports the Chapters in their membership drive activities.
- d. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

#### **7. Vice President for Corporate Sponsorship.**

- a. Plans and coordinates corporate patronage drives among corporations interested in fostering support for the Association and patronage in the Chemical Corps Museum.
- a. Assists the Vice President for Membership and Vice President for Student Membership in soliciting support for the Association and patronage in the Chemical Corps Museum.
- c. Recommends appropriate recognition for corporate patrons to include letters, certificates, plaques, and linkage to the Association website.

- d. Coordinates receipt and acknowledgement of patron contributions and forwards all patron contributions to the Business Manager.
- e. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**8. Vice President for Programs.**

- a. Serves as liaison and primary point of contact between the Association, CCRA Chapters, and Chemical Corps Units and Organizations for the Association's Awards Program.
- c. Provides recommendations for the Association's Awards Program to the Board of Directors as appropriate or required.
- d. Provides oversight and coordination with the Association Business Manager to ensure that accoutrements for the Association's Awards Program are appropriate and available as required.
- e. Coordinates and executes the CCRA Scholarship Program.
- f. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**9. Vice President for Chapters.**

- a. Serves as the Point of Contact for the Chapters with the Association.
- b. Assists in the formation of new Chapters.
- c. Assists the Chapters in the submission of CCRA awards requests and follows the requests through the approval process.
- d. Serves a representative at the quarterly CCRA meetings for Chapter Presidents when they cannot be represented.
- e. Ensures that the Chapter member affiliations are correctly assigned.
- f. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**10. Vice President for Museum and Historical Affairs.**

- a. In coordination with the Chemical Corps Museum Director and/or Historian recommends and coordinates with such subordinate organizations as are necessary to promote and foster the Association, the history and lineage of the Chemical Corps, and the Chemical Corps Museum.
- b. With written approval of the Chemical Corps Museum Director locates and assists in the procurement of Chemical Corps items and memorabilia and any other items that would enhance displays.
- c. Makes recommendations on the design and maintenance of the Memorial Park.
- d. Assists the Chemical Corps Museum Director in preparing written proposals for museum projects in excess of the Supplemental Museum Mission Support Account for approval of the Board of Directors.

- e. Coordinates with the Chemical Corps Museum Director to encourage memorial donations for the Museum and maintains donor/patronage recognition boards in the Museum.
- f. Supports the U. S. Army CBRN School Historian in the Chemical Corps Honors Program.
- g. Maintains historical files and historical records for the Association.
- h. In coordination with the Association's Executive Committee and support from the Business Manager, VP for Administrative Affairs and Secretary, prepares a Narrative Report of the Association's fiscal year activities which, when approved by the Board of Directors, shall become a permanent part of the Association's permanent history.
- i. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**11. Vice President for National Guard and Reserve Affairs.**

- a. Represents the interests of the National Guard and Reserves for the CCRA.
- b. Serves as the CCRA liaison with the National Guard and Reserve Units and works with the Chapters and the VP Membership to encourage membership and provide outreach.
- c. Assists VP for Chapters with National Guard and Reserve coordination.
- d. Assists the Chapters and VP's for Membership and Programs with National Guard and Reserve CCRA recognition.
- e. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**12. Vice President for Administrative Affairs.**

- a. Responsible for outreach program to publicize the mission of the CCRA and its accomplishments.
- b. Responsible for developing and publishing the CCRA quarterly eNewsletter.
- c. Assists the Vice President for Membership and Vice President for Corporate Sponsorship in soliciting support for the Association and patronage in the Chemical Corps Museum by:
  - (1) Coordinating with the CBRN School and conducting student CCRA membership briefings.
  - (2) Coordinating membership drives and fund raising activities in the Fort Leonard Wood area.
- d. Assists the VP for Chapters with public affairs matters.
- e. Assists the VP for Programs by:
  - (1) Reviewing all nominations for the Honorable Order of the Dragon and Ancient Order of the Dragon to ensure requirements are met.
  - (2) Being the liaison and primary point of contact between the Association and the U. S. Army CBRN School and Fort Leonard Wood for the Association's Awards Program to include ensuring the plaques for graduations.



- (3) Providing oversight and coordination with the Association Business Manager to ensure that accoutrements for the Association's Awards Program at Fort Leonard Wood are appropriate and available as required.
- f. Responsible for fund raising activities in the Fort Leonard Wood area.
- g. Provides oversight for the CCRA website to ensure posting of appropriate documents and information update.
- h. In coordination with the Vice President for Museum and Historical Affairs, Secretary and with support from the Association Business Manager, prepares a narrative account of the Association's fiscal year activities.
- i. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.

**17. Secretary.**

- a. Develops Read Ahead Packets and provides them to the Board of Directors at least 15 days prior to each Board Meeting.
- b. Records the minutes of each Board of Directors' meeting.
- c. Provides a copy of the Board of Directors' meeting minutes to each member of the Board of Directors within 30 days of each meeting.
- d. Ensures signed and approved copies of the minutes of Board of Directors and Executive Committee meetings are filed in the Business Office.
- e. In coordination with the VP for Administrative Affairs, ensures approved documents are posted on the Association Website.
- f. In coordination with the Vice President for Museum and Historical Affairs and with support from the Association Business Manager, prepares a narrative account of the Association's fiscal year activities.
- g. Engages in other duties that are in the best interest of the Association and/or directed and approved by the Board of Directors.