

Unit Job Descriptions

8-4-04

Corporate Officer Job Descriptions

1. All corporate positions have responsibilities as defined in the bylaws. Additional details are as follows:
2. President
 - a. Oversee official corporate dealings with other entities.
 - b. Signs official documents as needed.
3. Secretary
 - a. Maintain and check the post office box regularly.
 - b. Send out mailings as needed.
 - c. Send event registrations to hosting entities.
 - d. Assure that unit USV dues are paid.
 - e. Maintain minutes of all unit and Board of Directors meetings.
 - f. Keep unit roster as supplied by the First Sergeant.
 - g. Assure registration of unit trailer.
 - h. Correspond with other entities as directed by the president.
 - i. Send letters of appreciation as deemed appropriate.
 - j. Maintain unit documents such as brochures, etc.
4. Financial Officer
 - a. Keep and maintain bank accounts and check book in the corporation's name.
 - b. Assure that all assets are properly accounted for and kept in the corporation's name.
 - c. Distribute finances as needed.

NCO and Officer Job Descriptions

1. Duties common to all NCO and commissioned ranks.
 - a. Each officer should be familiar with and able to perform the specific duties and functions of the next rank higher than his own.
 - b. All officers must be willing and equipped to serve as privates if circumstances warrant.
 - i. Allowing someone of lower rank to serve in a position of higher rank for a day or an event is good training and experience for that individual and those with higher rank should be willing to step aside and encourage such experience.
2. Section Leaders
 - a. In addition to those duties that will accompany rank, a Section Leader will have responsibilities as follows:
 - i. Maintain regular communications with those assigned to the section.
 - ii. Advise and aide new recruits in the section to acquire equipment as needed.
 - iii. Perform initial “*School of the Soldier*” training for new recruits.
 - iv. Encourage members to have registration and mess fees in to the Secretary before published deadlines.
 - v. Encourage participation in Unit activities by those in the section.
 - vi. Actively recruit in the geographical area of the section whenever opportunity presents.
 - vii. Report to the First Sergeant as needed regarding rosters and event registrations.
3. Corporals
 - a. Oversee the duties of privates in camp as directed by the First Sergeant. These duties will include mess, water supplies, policing the area, etc. (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 314-346)

- b. Know and be able to drill others according to the *School of the Soldier*.
- c. Help to maintain cohesion of the troops on line and while maneuvering.

4. Sergeants

- a. Same as corporals except that the sergeant oversees a greater number of soldiers. (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 365-418)
- b. Know and be able to drill others according to the *School of the Company* and Skirmish.

5. First Sergeant

- a. Same as sergeants but with other duties specific to the First Sergeant (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 419-484)
- b. Coordinate with section leaders to encourage members to have registration and mess fees in to the Secretary before published deadlines.
- c. A member of the Mess Committee, the First Sergeant will prepare duty rosters for use at each event and insure that those duties are performed in a matter that is fair and equitable to all members in attendance.
- d. Update and maintain company roster.
- e. Assure that current USV and all other applicable safety regulations are on file and coordinate with the Safety Officer to see that they are adhered to within the unit.
- f. Be familiar with Battalion and Brigade maneuvers.

6. 2nd Lieutenant

- a. Coordinate with the Commanding Officer regarding the operation of the unit.
- b. Chair the Mess Committee.
- c. Collect information about upcoming events and liaison with other units as needed. Attendance at the annual USV meeting will be generally expected.

- d. Assure that members are notified of deadlines, drill dates, and meeting dates.
- e. Coordinate with the First Sergeant, Co Clerk and the Secretary in regards to event registrations, USV dues, drill, meetings, medical and membership forms, etc.
- f. Arrive at events early and help to establish proper camp layouts.
- g. Assure that the unit is properly drilled in the *School of the Soldier*, *School of the Company* and in Battalion and Brigade maneuvers. A lieutenant should be practiced at maneuvering a company in the field.

7. 1st Lieutenant

- a. Unit Commander

8. Captain and above

- a. These are USV supported ranks and will only be awarded by the USV through applicable processes.

Civilian Coordinator

1. The Civilian Coordinator has responsibilities as defined in the bylaws. Additional details are as follows:
 - a. Coordinate with the Commanding Officer regarding the operation of the unit.
 - b. Assure that civilian areas of the camp are maintained in period correctness.
 - c. Member of the Mess Committee.
 - d. Liaison with the civilians of other units as needed. Attendance at the annual USV meeting will be generally expected.
 - e. Assure that civilian members are notified of deadlines, drill dates, and meeting dates.
 - f. Coordinate with the 2nd Lieutenant, First Sergeant, Co Clerk and the Secretary in regards to event registrations, meetings, medical and membership forms, etc.
 - g. Arrive at events early and help to establish proper camp layouts.