**Responsibilities of District Positions/Guidelines**

**Captain:**

The Captain is the primary contact and leader of the District Honor Guard.

The Captain is responsible for setting up meeting schedules which also include training and solicits/approves taskings. The Captain also identifies the POC for events and notifies the webmaster what specifically he wants on the tasking page. The Captain can exclude members of the team for Code of Conduct violations and can re-instate them with a unanimous team vote should a member be removed. The Captain would also have the final vote in a Code of Conduct violations matter. The Captain sets the lineup for an event and coordinates with the Chief and the POC for events. The Captain also responds to all requests that come through the Honor Guard website (cghg.weebly.com) as well as those through flotillas, division, district, sector or the active duty. The Captain serves as a QE for the PQS and as a protocol advisor for the District Commodore. The Captain (if approved by the District Commodore) should participate in District meetings as well as provide written reports regarding Honor Guard activities/needs/concerns/protocols, etc. The District Honor Guard Captain reviews other Divisions/Flotillas Color Guards and Honor Guards within the District to ensure that they are compliant with standards and protocols. Division and Flotilla Color Guards/Honor Guards will be led by a person referred to as the point of contact or lead. If one has not been selected it will be the person who carries the National ensign. The Captain is elected into his positon during the month of November in the last year of their term. The length of term is two years from January of the immediate year following the election. The Captain may relinquish their position at any time and a new Captain will be voted on by the membership. Their tenure will be the remainder of the original term of the Captain who is relinquishing duties. The new Captain remains eligible for the position for a complete two-year term if they desire and will be voted on by team members in November as previously described. In the event of a tie vote, the District Chief of Staff will determine the winner. Prior Captains can return to their positon (if elected) after a one term hiatus. If a Captain needs to relinquish their duties for an interim basis not to exceed two-months in length (two meetings) then the Chief will assume the Captaincy status and maintain both positions. If the Captain needs to relinquish duties longer than two months then a new Captain will be voted on by membership as soon as possible. The vote will take place on-line. Prospective Captain candidates may contact members via email and present their resume/direction regarding the position up to two days before the election. The District Chief of Staff or their designee will coordinate and sanction the vote.

**Chief:**

The Chief is similar to an S-3 (training officer) and is responsible for training. When the Captain has established a meeting schedule in which training is to be conducted, the Chief does the training and/or secures others to assist in the training depending on the skills being taught. The Chief will coordinate with members and the equipment person to ensure that the necessary equipment is available for taskings. If equipment is faulty or damaged they will coordinate with the equipment person to ensure that it is repaired, discarded or replaced. If it is discarded, they need to let the Captain know. The Chief serves as a QE for the PQS. The Chief is voted into his positon during the month of November in the last year of their term. The length of term is two years from January of the immediate year following the election. The Chief may relinquish their position at any time and a new Chief will be voted on by the membership. Their tenure will be the remainder of the original term of the Chief who is relinquishing duties. They remain eligible for vote for a complete two year term if they desire. In the event of a tie vote, the District Chief of Staff will determine the winner. Prior Chiefs can return to their positon if elected after a one term hiatus.

**POC:**

The point of contact for an event is the person who is directly responsible for acting as a liaison between the Honor Guard and an event for which the Honor Guard is tasked. The POC will coordinate activities with the Master of Ceremonies/Director including but not limited to, music, presentation details, etc., and will advise of any idiosyncrasies, including but not limited to; when to arrive, where to meet, plans on where changing rooms are located, water, how equipment will be transported (liaison with the Quartermaster) and how the team will fall out and transition when the event is concluded. POCs for events are typically voluntary but are appointed/sanctioned by the Captain.

Term expires when the event is complete.

**Quartermaster:**

Retains and maintains equipment and ensures its availability for members, training and taskings. When equipment is faulty or damaged and needs to be replaced they need to bring that to the attention of the Chief. A voluntary position appointed/sanctioned by the Captain. No term limit.

**Keeper of Records:**

The Keeper of Records maintains pertinent data from minutes, contracts, rules, etc.

A voluntary position appointed/sanctioned by the Captain. No term limit.

**Webmaster:**

The webmaster keeps and maintains the website.

A voluntary position appointed/sanctioned by the Captain. No term limit.

**ADSOPA:**

The Assistant District Affairs Staff Officer for Public Affairs (if approved and appointed by the DSO-PA) will provide written reports/pictures of events/activities that the Honor Guard participates to the DSO-PA as well as for various other publications when sanctioned.

**Finance:**

The finance officer maintains pertinent financial data and conducts approved fund raising. The finance officer shares with the Captain and the team in general at all meetings via written or verbal report the status of funds/expenses/etc. Expenses of no more than $50 total quarterly will be considered discretionary and can be sanctioned by the Captain. They are to be recorded and shared with the team at the next meeting and compiled in the finance report. Any and all proposed expenses totaling more than $50 quarterly need to be voted on by the team prior to allocating any funding. Two thirds of the team present (or at the minimum a quorum of 6) at the meeting for which the allocation of the expense is discussed need to approve the expense before it can be sanctioned. This expense needs to be in the report of the next meeting.

A voluntary position appointed/sanctioned by the Captain. No term limit.

**Tasking Committee:**

The tasking committee (3 or more members) work in conjunction with the Captain to seek out acceptable events/taskings in addition to established activities such as the District Memorial and COWs that we typically perform at.

When an event is established and sanctioned, the tasking committee will then appoint a POC who will serve as the lead contact for the event, coordinating details with the participating members.

A voluntary position appointed/sanctioned by the Captain. No term limit.

**Funeral/Memorial Coordinator:**

The funeral/memorial coordinator works in conjunction with the Captain in addressing funeral and memorial requests. The Coordinator then serves as the primary POC for the event unless another has been designated. The Coordinator or appointed POC becomes the primary liaison between the Honor Guard, family and other potential joint services. It is the responsibility of the Coordinator to ensure that all proper funeral/memorial etiquette protocols are observed as well as adhere as much as possible to the wishes of the family. A voluntary position appointed/sanctioned by the Captain. No term limit.

**Additional Protocols:**

**Tasking Line-Up Considerations:**

Factors that need to be taken into consideration for taskings and positions are:

Training: Has a member attended training sessions?

Skills: Does the member have the necessary skills to do the tasking:

Profile: Is the event a high profile.

Prior service: A veteran/loyal member may end up being given preference over a more skilled person to “Honor” their prior service/loyal membership.

Position: A person more skilled at giving commands may be on National, while a person from California may be on the California flag and a person with prior Coast Guard service may be on the Coast Guard flag, etc.

Intangibles: The Captain has the discretion to assign position based on his discretion.

All members can review their positon or status (participating or not) with the Captain.

**Taskings Conflict:**

When taskings conflict with one another and both cannot be completed, the decision for which one the Honor Guard completes will be decided by a team vote. In the case of a tie, the Captain will decide.

**PQS**

All Honor Guard members in good standing can sign the PQS book of prospective members; however the qualifying examiners for final approval/admission into the Honor Guard are the Captain and/or the Chief.

**Douglas Munro Award**

The Captain or an appointee by the Captain solicits all active team members, any designated retired members (at Captains discretion) DIRAUX, the District Commodore, DCOS and the District Public Affairs officer to nominate and determine the Munro award recipient. A subsequent ceremony to present the award is also the responsibility of the Captain or their designee. The Captain is ineligible for the award during his tenure in office.

**Recruiting**

All members should act as recruiters seeking other individuals who meet our basic requirements and share our creed. This includes but is not limited to, presentations at Flotilla/Division/District meetings, trainings, the PCA Fair, public affairs events, etc. We are only as strong and effective as our membership and commitment. To improve we need to secure not only new members, but the right members.

**Miscellaneous**

When authorized, the Captain of the District Honor Guard may be appointed to Captain status by the District Commodore with all insignia.