



Florida Division
Sons of Confederate Veterans, Inc.
Standard Operating Procedure



FLDIV-SOP #2008-07

Dated May 12, 2008

SOP Title: Position Description for Division Chief of Staff

Purpose: To establish a general list of duties and responsibilities for an appointed Division Chief of Staff of the Florida Division.

Discussion: Standard guidelines for such duties and responsibilities assist to insure operational effectiveness of an organization as large as the Florida Division. This Standard Operating Procedure will serve as such guidelines and position description

Action: The following items will compile the basic Division Chief of Staff's position Description;

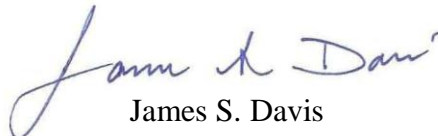
Assist the Division Commander in preparation for Division Executive Council Meetings (DEC).

Moderate and take minutes of all DEC meetings and disseminate DEC minutes to the staff.

Assist with general dissemination of information within the Division.

Assist and represent the Division Commander as required.

Effective Period: This Standard Operating Procedure will remain in effect until superseded or deleted.


James S. Davis
Commander, Florida Division