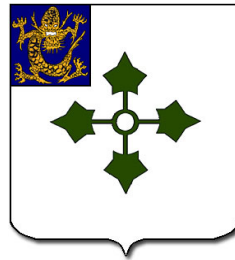


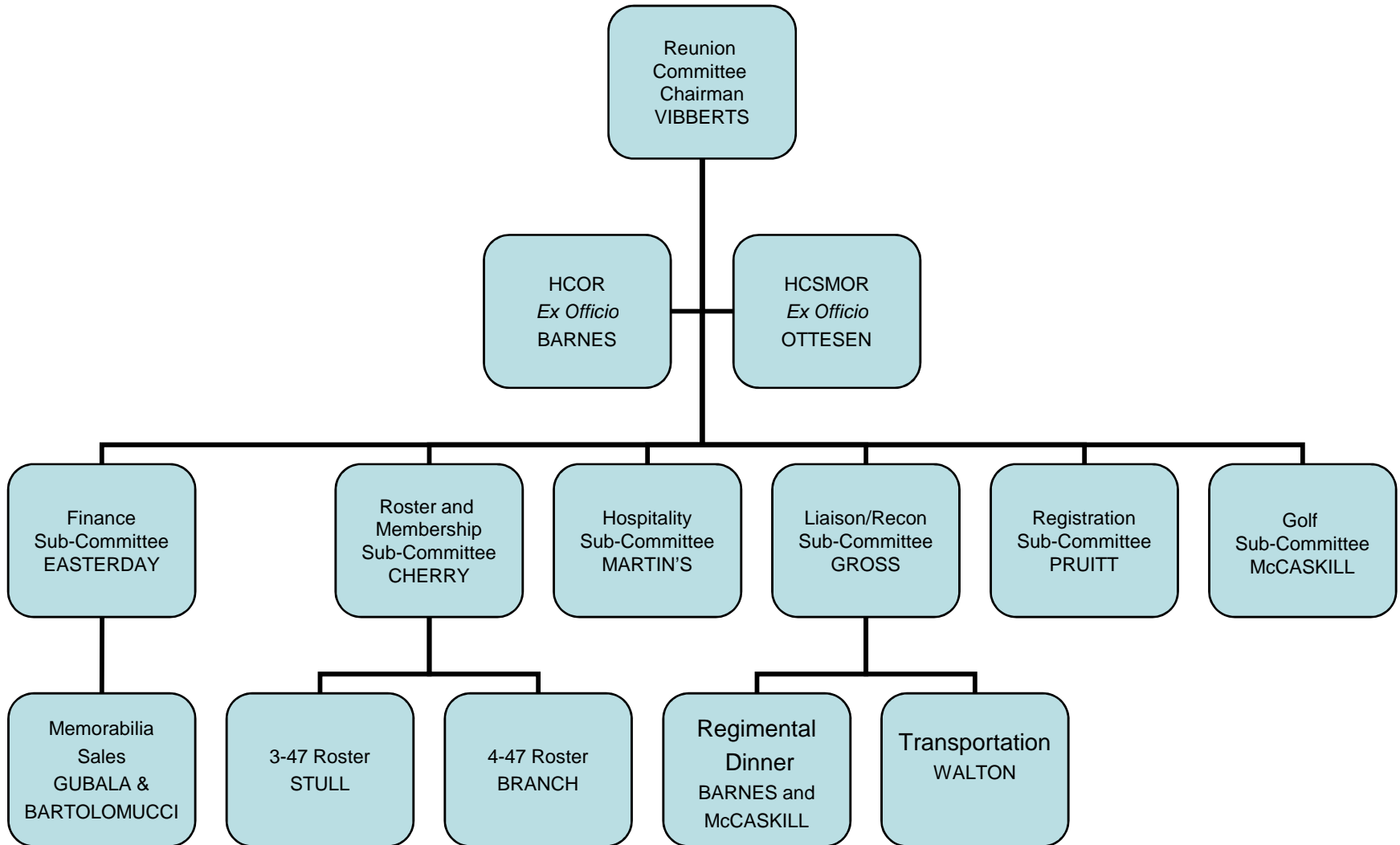
47th Infantry Regiment Reunion Committee



Organizational Structure
For the 2012 Reunion
25 – 29 April 2012

Revised: 1 December, 2010

Organizational Chart



Reunion Committee Chairman

Duties and Responsibilities

- Appoints sub-committee chairs and requests that these chairs solicit other volunteers
- Practices and encourages clear and open communications with all
- Insures that sub-committees have resources necessary for them to accomplish their respective missions
- Assists in the development of action-item lists for sub-committees
- Monitors and updates the “To-Do” List of action items
- Transmits periodic progress reports to all sub-committee members
- Approves final design of Registration form, and other written material
- Prepares an Event Schedule, and provide copy to Registration Sub-committee so that an Event Poster can be prepared
- Conveys monies to Finance Sub-Committee chair from 50-50 raffles
- Chairs the morning planning meetings during the Reunion
- Takes or assigns corrective action as necessary
- Assists the HCOR in the nominations for DMOR’s and other forms of recognition
- Provides input for Regimental Meeting
- Coordinates with the MRFA as required
- Solicits input for the preparation of the Final AAR
- Publishes the Final AAR and posts it to Regimental website
- Maintains a continuity book as a legacy for next Reunion Chairman

Finance Sub-Committee

Duties and Responsibilities

- Receives monies and deposits them in appropriate accounts
- Makes appropriate disbursements per approval of Chairman, including Hotel for Poolside Party, Ft. Benning Golf Club, and Convention Center for Regimental Dinner
- Maintains accurate accounting of funds, rendering reports as requested
- Mails completed Registration forms to Registration Sub-committee for packet preparation
- Coordinates with Roster and Membership Sub-committee on registrations and payments received
- Participates in discussions related to pricing for Reunion events
- Participates in morning planning sessions during Reunion
- Provides input for preparation of Final AAR
- Maintains an accurate record of actions for legacy

Roster and Membership Sub-Committee

Duties and Responsibilities

- Locates and documents veterans of the 47th Infantry Regiment
- Notifies HCOR of newly found veterans
- Updates official website of newly found veterans
- Participates in design and preparation of Registration form for next Reunion
- Mails Registration form to veterans
- Updates official website of Reunion attendees
- Advises Liaison/Recon Sub-Committee of transportation needs of attendees
- Requests reimbursement for postage and other supplies as needed
- Validates names and other data on all veterans, especially email accounts
- Uses email addresses to greatest extent possible to reduce costs
- Attends morning planning sessions during Reunion
- Provides input for preparation of Final AAR
- Maintains an accurate record of actions for legacy

Hospitality Sub-Committee

Duties and Responsibilities

- Receives approximate head-count from Registration Sub-committee for refreshments
- Solicits contributions from Attendees for refreshment fund
- Insures that refreshments are purchased and available for Attendees
- Solicits donations from local beer distributors
- Coordinates with Registration Sub-committee for Pool Side Party
- Sells tickets for and conducts the 50-50 Raffles
- Conveys Raffle monies to the Reunion Committee Chairman
- Participates in morning planning sessions during Reunion
- Provides input for Final AAR
- Maintains an accurate record of actions for legacy

Liaison/Recon Sub-Committee

Duties and Responsibilities

- Establishes and maintains contact with appropriate Active Duty commanders, staff, and Project Officer (PO)
- Makes appropriate visits to Ft. Benning to represent the Regiment
- Signs contract with hotel for Reunion activities
- Assists in planning the Regimental Dinner
- Coordinates with other sub-committees to provide transportation to various Reunion events
- Action agency for Regimental Dinner planning
- Publishes a Transportation Schedule and provides it to Registration Sub-Committee for preparation of a Transportation Schedule poster
- Supervises loading for all Reunion events that require transportation
- Coordinates with National Infantry Museum and other tour sites
- Participates in morning planning sessions at Reunion
- Provides input for Final AAR
- Maintains an accurate record of actions for legacy

Registration Sub-Committee

Duties and Responsibilities

- Participates in preparation of Registration form
- Arranges for printing of Registration form, Event Schedule, Transportation Schedule and Name tags
- Requests reimbursement as needed for supplies and material
- Establishes and operates the Registration Table during Reunion
- Distributes attendee's packets at Reunion
- Prepares posters and charts as requested
- Coordinates with Chairman and hotel on head-count for Pool Side Party
- Coordinates with Liaison/Recon Sub-Committee on head-count for Regimental Dinner
- Assists in completing Seating Chart for Regimental Dinner
- Participates in morning planning sessions during Reunion
- Provides input for Final AAR preparation
- Maintains an accurate record of actions for legacy

Golf Sub-Committee

Duties and Responsibilities

- Coordinates and contracts with Ft. Benning Golf Club for Tournament
- Solicits donations from corporate accounts
- Acquires prizes for winning teams
- Maintains accurate accounting of receipts
- Provides periodic reports to Reunion Chairman
- Organizes teams to include 1 Active Duty warrior
- Posts teams on 47th Infantry website
- Arranges for Refreshment Wagon for Tournament
- Awards prizes to winning teams
- Pays Ft. Benning Golf Club for Tournament
- Participates in morning planning sessions during Reunion
- Provides input for Final AAR
- Maintains an accurate record of actions for legacy

Memorabilia Sales Items

- Golf shirts
- Green repair tools and markers
- Challenge coins
- Pewter beer mugs
- Bumper stickers and decals
- Unit crest tee shirts
- CIB shirts
- Hats

Regimental Dinner

A sub-activity of the Liaison/Recon Sub-committee
assisted by the Honorary Colonel of the Regiment

Planning Details

- Requests Convention Center to reserve date prior to Reunion
- Establishes solid coordination with Active Duty PO
- Obtains pricing structure for dinner from Reunion Chairman
- Select menu items, and negotiates contract for Dinner
- Provides two bottles of wine per table, one red, one white
- Creates Seating Chart, coordinating with the Registration Sub-Committee
- Complimentary red rose to be presented to each female guest
- Decorations, i.e., bunting, flags, flowers, to be provided in Dining Hall
- Open bar system to be improved, with Military Payment Certificates (MPC) copies as purchasing agent
- Color Guard to be attired in Dress Blues
- Color Guard to rehearse presenting the Colors
- One AD warrior + guest per table
- Coordinates with PO for Dinner Program
- Coordinates with Registration sub-committee for firm headcount
- Provides input for preparation of Final AAR
- Maintains an accurate record for legacy

Transportation

A sub-activity of the Liaison/Recon Sub-committee

Duties and Responsibilities

- Maintains close contacts with sub-committees to determine transportation needs
- Establishes a Point of Contact with Transportation Office at Ft. Benning, apprising them frequently of transportation needs
- Publishes a Transportation Schedule to be included in Attendee's packets
- Coordinates with Registration Sub-committee for preparation of Transportation Schedule poster to be displayed in hotel lobby
- Pre-positions buses and other transportation at hotel for various events
- Supervises loading of buses and other vehicles
- Maintains an accurate record of actions for legacy

Honorary Colonel of the Regiment

Duties and Responsibilities

- Performs functions and roles as outlined in AR 600-82
- Serves as member *ex officio* of the Reunion Committee
- Attends appropriate ceremonies at Ft. Benning to provide continuity, camaraderie and communications with Active Duty battalion commanders and other personnel
- Actively solicits donations to support the Scholarship Fund, General Operating Fund, and the Golf Fund
- Nominates worthy recipients of the Distinguished Member of the Regiment award
- Presents DMOR Certificates to awardees
- Selects the Guest Speaker for the Regimental Dinner
- Serves as Master of Ceremonies (Emcee) at the Regimental Dinner
- Sends personal letters to newly found veterans of the Regiment
- Sends sympathy cards on behalf of the Regiment
- Sends Thank You Notes to donors when asked by Committee members
- Establishes Conference Calls per the request of the Committee Chairman
- Assists the Reunion Chairman or any sub-committee member when requested
- Chairs and conducts the Regimental Meeting at the Reunions
- Provides Quarterly Activity Reports to be posted on Regimental website
- Maintains an accurate record of actions for legacy