**MARCettes PROTOCOL**

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| **Junior Past President** | *Coordinator for the induction Ceremony into the MARCettes of the outgoing MARC President.* |
| **Duty** | Will be responsible for the induction ceremony.  Making sure all “MARCettes” are kept apprised of how/what we are doing for the skit. Having worked with the MARC President for three years, things will be known that can be used in the ceremony. |
| **Senior Past President** | *Conduct the Flag Ceremony.* |
| **Duty** | To perform the Flag Ceremony at the MARC Conference.  Will be responsible to write and conduct the flag ceremony. Contact all persons needed and wanted to be involve in the ceremony.  Also stay in contact with the Conference chairman(s) advising them of anything that may be needed for the ceremony prior to the Conference. |
| **Third Year Out** | *President/Communications Officer* |
| **Duty** | Facilitate the meeting on Friday morning at the breakfast.  Contact conference chair(s) to reserve room for the breakfast. Items of interest, including changes to the MARCettes roster, will be sent to this officer. In turn the, items will be sent out to the MARCettes to keep them informed of what is happening in this “special organization.” Sort of like a newsletter from the CRS University.  Notes will be taken at the meeting and put on the website if applicable. Provide any changes to this protocol to the members and webmaster. |
| ***A copy of this protocol will be kept in the OPS Manual on the website.***  ***Revised: 10/2015*** | |