1. **PROPONENT:** This SOP is established by the President EANGUS and approved by the Executive Council. Submit suggested changes to EANGUS, ATTN: Executive Director, 3133 Mount Vernon Avenue, Alexandria, VA 22305. Suggested changes will be forwarded to the current EANGUS Secretary for consideration by the Executive Council.

2. **AUTHORITY:** The EANGUS Executive Council is elected by the members of EANGUS in accordance with the EANGUS By-Laws, Article VII, Section 1.

3. **PURPOSE:** The purpose of this SOP is to establish the duties and responsibilities for those members elected to serve on the EANGUS Executive Council. This includes the National Officers and each of the Area Chairpersons and Area Directors. The intent is to clearly define responsibilities and expectations to include participation and attendance at Executive Council meetings and the process to request excusal from such meetings. These duties and responsibilities are intended to expand on the provisions of Article IV, Section 2 (Officers, Duties and Powers) of the EANGUS By-Laws.

4. **DUTIES AND RESPONSIBILITIES:**

   **A. General Position Description and Responsibilities –**

   (1) **National Officers:**

   a. President – Serves as the Chief Executive Officer, responsible for all matters pertaining to the organization. Serves as the President of the Executive Council presiding over all meetings and ensuring the proper conduct of business, and exercises supervisory responsibility over the Executive Director.

   b. Immediate Past President - Serves on the Executive Council but may not succeed to any other office by reason of absence, incapacity, death, resignation or removal from office. Acts as advisor and counsel to the President and Executive Council and performs those duties as assigned by the President.

   c. Vice-President – Serves as administrator of the Executive Council in the absence of the President and represents the organization on the President’s behalf as directed. Assumes the office of President if he/she is unable to complete the term of office for any reason. Serves as the National Conference Committee Chair.
d. Secretary – Serves as the official records keeper for the organization. Prepares accurate minutes of all official Executive Council meetings either formal or informal, to include face-to-face meetings or those done via electronic means. Works with the full-time staff to ensure all legal and reporting requirements for the association are met.

e. Treasurer – Advises the Executive Council on the financial health of the organization working closely with the Finance Committee Chair. Coordinates with the full-time accountant in order to provide a quarterly Treasurer’s Report to the Executive Council and an annual report to the general membership.

(2) Area Chairperson/Area Director: As a member of the EANGUS Executive Council, each of the Area Directors and the Area Chairpersons participate in the general supervision of the affairs of the Association between General Conferences. The Area Directors, as representatives of the Association, provide liaison between the Association and the states in his or her respective area through visits and providing information and advice on Association matters.

B. Qualifications – The positions require enthusiastic, decisive, tactful EANGUS members with organizational skills and the ability to communicate effectively orally and in writing. Officers and Directors should possess the ability to use advanced electronic technologies and software systems to conduct EANGUS business and make presentations. Familiarity with current fiscal practices is essential. The positions require an understanding of the legal obligations and ramifications of serving as a National Officer or Area Chair/Director. Knowledge of EANGUS by-laws and conference/ caucus procedures; familiarity with committee responsibilities and timelines; understanding legislative issues and current EANGUS resolutions; having the capability to conduct or chair meetings and the demonstrated ability to effectively establish solid relationships with individuals of all ranks and positions within and outside the military is essential. An in-depth understanding of the structuring of the National Guard on both the state and national level and knowledge of the EANGUS National Office structure and staff is important. The Area Director or National Officer should ideally be enrolled in or have completed Professional Military Education or other appropriate leadership training and have the support of his/her military command structure.

C. Term of Service: Members of the EANGUS Executive Council are elected for a two year term, serving from the date sworn into office at the General Conference until the end of the General Conference of the second year. Directors are elected by members of the Area; National Officers are elected by voting members of the Association. Officers and Directors may be re-elected for additional two year terms based on their ability to continue to fulfill their responsibilities and at the will of the members. Upon resignation or termination resulting in a vacancy on the Executive Council, a successor may be elected mid-term in order to fulfill the unexpired period of office.
D. Essential Duties and Responsibilities – this listing is provided as a general guide regarding the duties and responsibilities of each position but is not intended to be all inclusive; additional directed or implied tasks may be added at any time.

(1) National Officers:

(a) President:
- Is the face of the organization, representing the membership to other organizations, congressional members, individuals, and the public, promoting a positive image;
- Reports regularly to the Executive Council and general membership regarding progress made toward the organization’s objectives, goals, and other issues;
- Calls for the assembly of all association members annually and presides over the assembly;
- Prepares an annual budget for submission to the Executive Council for approval;
- Presides over meetings of the Executive Council;
- Appoints Committees as needed;
- Works with the Executive Director to see that all orders and resolutions of the members are carried out, and provides direction and guidance to the Executive Director who handles the day-to-day operations of the organization.
- Communicates with EANGUS Auxiliary President when appropriate.

(b) Vice-President:
- Be prepared to perform the duties of the President when called upon;
- Works closely as a consultant and advisor to the President;
- Develops a rapport and close working relationship with the Executive Director, full-time staff, and other Executive Officers;
- Carries out special assignments as directed;
- Serves as the National Conference Committee Chair, with primary responsibility for its planning and execution, including site selection, contract negotiation, coordination with host state and overall supervision of the conference committee.

(c) Secretary:
- Maintains written records of Executive Council meetings;
- Ensures all Executive Council members are notified of meetings;
- Ensures all requirements for the conduct of meetings are coordinated, to include scheduling of conference room space or video/audio-teleconferencing, seating and protocol, recording and documentation of motions and other business actions, etc;
- Keeps contact roster updated for all Council, Committee, and key staff members of the association;
• Works with Historian to ensure proper archival and storage of historical documents for the association;
• Ensures all legal and reporting requirements for the association and its incorporation are met.

(d) Treasurer:
• Works closely with the full-time accountant, Executive Director, and Chair of the Finance Committee to review and submit full and accurate financial data to the Executive Council and membership;
• Reviews periodic financial reports and annual audits and makes recommendations to the President and Executive Council regarding financial matters;
• Provides regular reports to the Executive Council and an Annual Report to the general membership regarding the financial health of the organization.

(2) Area Chairperson:
• Serves as a voting member of the EANGUS Executive Council, preparing for, attending, and actively participating in all meetings called by the President.
• Communicates on a regular basis, monthly or more frequently as needed, with the Area Directors, EANGUS President, EANGUS Vice President, EANGUS Executive Director, and State Presidents, Association Officers and Executive Directors. Communicates with EANGUS Auxiliary Area Directors when appropriate.
• Prepares and sends a letter of introduction to State Presidents, State Senior Enlisted Leaders, State Command Sergeants Major and State Command Chief Master Sergeants explaining your responsibilities. Establishes relationships with State leaders and communicates with them on a regular basis.
• Chairs or serves on EANGUS committees as appointed by the EANGUS President.
• Plans, coordinates, and executes Area Conferences and Caucuses, serving as the presiding official.
• Visits supported states annually or as needed based on funding availability.
• Plans, coordinates, and executes Area activities or initiatives to increase membership and legislative alert response.
• Completes all required communications and reports in the established format as determined by the EANGUS President, to include Quarterly Reports, budget requirements, and submission of expense vouchers for self and Area Directors.
• Prepares and distributes an Area monthly/quarterly newsletter or communicates with Area members via other methods of communication (email blasts, social network, etc)
• Maintains a continuity book for the Area, electronically or in written format
• Establishes a working relationship with other military/service organizations in the supported states.

(3) Area Directors:

• Serves as a voting member of the EANGUS Executive Council, preparing for, attending, and actively participating in all meetings called by the President.
• Prepares and sends a letter of introduction to State Presidents, State Senior Enlisted Leaders, State Command Sergeants Major and State Command Chief Master Sergeants explaining your responsibilities. Establishes relationship with State leaders and communicates with them on a regular basis.
• Communicates on a regular basis, monthly or more frequently as needed, with the Area Director Chairperson and State Presidents, Association Officers, Executive Directors and Auxiliary Presidents of the supported states.
• Chairs or serves on EANGUS committees as appointed by the EANGUS President.
• Attends all Area Conferences and Caucuses, assisting the Area Chairperson in preparation and execution of the meetings.
• Visits supported states annually or as needed, based on fund availability. Submits expense reports for travel to the Area Chair for approval within 15 days after travel.
• Provides assistance to State Associations with membership drives or other activities to increase membership.
• Ensures legislative alert system is functional by coordinating with the President or Legislative Chairperson for the State which the Director is assigned responsibility.
• Provides input and/or completes all required communications and reports as determined by the Area Chairperson. Ensures your assigned States provide updates and changes for the EANGUS Leadership Directory, as necessary.
• Provides input to the Area Director Chairperson for a monthly/quarterly newsletter, email blasts or posts to Social Networking sites.
• Assists the State Association with submission of Accidental Death and Dismemberment Claims (AD&D).
• Establishes a working relationship with other military/service organizations in the supported states.

5. **EANGUS MEETING SCHEDULING:** Executive Council meetings are held once a quarter at the call of the President utilizing the following general schedule. Specific meeting dates will be announced at least 6 months in advance. Meetings may be conducted via face-to-face or electronic methods at the call of the President. The EANGUS President will issue the Call to the Meeting memorandum providing detailed reporting information and travel/teleconferencing instructions NLT 45 days prior to each meeting:
1st Quarter (Spring meeting): Normally held in March/April either in conjunction with the EANGUS Legislative Workshop or other location to be determined, or as a teleconference.

2nd Quarter (Summer meeting): Held in May/June of each year at the same location and in conjunction with the pre-conference site visit to the city/state hosting the National Conference.

3rd Quarter (Fall meeting): Held in August of each year at the same location and in conjunction with the EANGUS National Conference. The Executive Council generally meets in full session prior to the conference convening, and will meet with newly elected officers upon conclusion of the conference.

4th Quarter (Winter meeting): Normally held in October/November as a face-to-face meeting at a location to be determined.

Other electronic, teleconference or emergency meetings may be held at the call of the President; however, the By Laws may provide a specific limitation on the number of official meetings per year that may be conducted utilizing teleconferencing (non-face-to-face) capabilities.

6. EXECUTIVE COUNCIL ATTENDANCE AND PARTICIPATION: National Officers, Area Chairpersons, and Area Directors are expected to participate in quarterly meetings called by the EANGUS President. Additionally, provisions exist for special or emergency meetings as necessary. The EANGUS Secretary will maintain an attendance roster recording Executive Council attendance, to include excused or unexcused absences.

A. Absences: Absences are subject to approval by the President and requests will be submitted in writing by the National Officer or by the Area Chairperson (for Area Directors) as soon as known. The National Office will notify the President of any absences of required National Office employees. Area Directors will submit written justification to the Area Chairperson. The Area Chairperson will forward that request to the President and should include a recommendation as to whether the absence should be recorded as excused or unexcused based on the reason provided by the Director. Performance of required military duty, and unexpected or unavoidable medical or family emergencies, will generally be considered an excused absence. When meeting dates are announced at least 6 months in advance, requests for excusal based on personal activities and individual desires will generally be considered unexcused. While attendance at all council meetings is expected and encouraged for the good of the Association, the inability to attend a normal or emergency meeting scheduled with less than 60 days notice, will be considered excused.

B. Failure to Perform Duties and Consequences: Two “unexcused” absences within a twelve month period may lead to a request for resignation. Additionally, because Officers and Directors have been elected to represent our members and conduct the business of the Association, failure to attend three (3) council meetings during a twelve month period, regardless of the reason, is cause for immediate dismissal from the Council.
7. **REQUIRED STATEMENTS:** Upon being elected to serve on the EANGUS Executive Council, members are required to complete and sign the attachments provided in this SOP. These statements include the EANGUS Code of Ethics and Conflict of Interest Statement and the Statement of Understanding (See Attachments A and B). The Conflict of Interest Statement may also be completed and submitted at any time during a member’s term of office if a situation arises that could be considered a conflict of interest. A Council member (or EANGUS member planning to run for office) who is unsure about the applicability of the Code of Ethics or a possible Conflict of Interest pertaining to a particular situation is encouraged to consult with the President or the Executive Director.

8. **EFFECTIVE DATE:** The effective date of this SOP is 1 March 2012. This SOP supersedes all previous operating instructions and/or guidance that conflicts with this guidance.

9. **ATTACHMENTS:**

   A. Code of Ethics and Conflict of Interest Statement
   B. Statement of Understanding
Attachment A:

ENLISTED ASSOCIATION OF THE
NATIONAL GUARD OF THE UNITED STATES

Code of Ethics and Conflict of Interest Statement
(Approved 9 June 2007)

I. INTRODUCTION

The Enlisted Association of the National Guard of the United States, Incorporated, doing business as (dba) EANGUS (the Parent Organization), is a corporation in the State of Mississippi. EANGUS’ affiliate organizations are the EANGUS Service Corporation (For Profit), a corporation in the Commonwealth of Virginia; and the EANGUS “We Care For America” Foundation, Incorporated, a charitable organization incorporated in the State of Oklahoma.

This Ethics and Conflict of Interest Statement is applicable to all entities of the parent organization. The Enlisted Association of the National Guard of the United States is a non-profit organization that is operated exclusively to maintain adequate national security and to promote and advance the status, welfare, and professionalism of the enlisted members of the National Guard of the United States.

The EANGUS Service Corporation is a For Profit membership enhancement business owned and operated by the Enlisted Association of the National Guard of the United States (EANGUS).

The EANGUS “We Care For America” Foundation, Inc is a non-profit, charitable organization that is operated to provide scholarships, awards, patriotism awareness, Veterans Against Drugs program and the Emergency Relief program.

It is the obligation of the Executive Council (Board of Directors) to ensure that EANGUS follows the highest of ethical standards. To demonstrate leadership in the maintenance of those standards, the Council hereby promulgates and adopts this Code of Ethics for Officers, Directors and employees of the association to provide guidance in discharging individual responsibilities.

No code of ethics or statement of policy can spell out the appropriate moral conduct and ethical behavior for every situation that Officers, Directors and employees of the association will confront. Officers, Directors and employees, while vested with the special trust and confidence of EANGUS members, must rely on his or her own good judgment in applying the principles outlined in this Code.

This Code of Ethics and Conflict of Interest Statement is applicable to all three (3) organizations and Corporations owned and operated by the Enlisted Association of the National Guard of the United States.
II. RESPONSIBILITIES

1. Each Officer, Director or employee has a fiduciary obligation, on behalf of EANGUS, encompassing at least two distinct duties: the Duty of Care and the Duty of Loyalty.

The Duty of Care

To fulfill the Duty of Care, each Officer, Director and employee should be reasonably informed, participate in Council decisions, and do so in good faith, with the care of an ordinarily prudent person in similar circumstances.

The Duty of Care presumes that each Officer, Director and employee will attend meetings on a regular basis, be informed about the workings of EANGUS, and exercise independent judgment. In exercising independent judgment, Officers, Directors and employees must always act on behalf of the whole Association and not any particular constituency group.

An Officer, Director or employee may rely on information from regular sources that the Officer, Director, or employee reasonably regards as trustworthy. While the bylaws provide that the President “shall direct the affairs of the Association in accordance with the policies adopted in General or Special Conference of the Association” the Council nonetheless retains overall responsibility for EANGUS operations and activities. In order to discharge this responsibility properly, Officers, Directors and employees have full access to any EANGUS records and documents that they may require.

The Duty of Loyalty

The Duty of Loyalty requires Officers, Directors and employees to exercise their authority in the interest of EANGUS, rather than in their own interest or the interest of another entity or person. This duty primarily relates to three areas: (a) conflict of interest, (b) financial conflict, and (c) confidentiality.

(a) Conflict of Interest

In the event that an Officer, Director or employee has interests that are in conflict with those of EANGUS, the Duty of Loyalty requires that the Officer, Director or employee be conscious of the potential for such conflicts and act with candor and care in dealing with such situations.

A possible conflict of interest exists:

(1) When an Officer, Director or employee of the association or a close relative is an officer, director, employee, proprietor, partner, trustee, or paid consultant of an organization that could be said, in a business context, to be “in competition with” EANGUS by offering one or more products or services similar to a product or service offered by EANGUS.
(2) When an Officer, Director or employee of the association or a close relative is an officer, director, employee, proprietor, partner, trustee, or paid consultant of an organization that seeks to do business with EANGUS.

(3) When an Officer, Director or employee of the association has an interest in an organization that is in competition with a firm seeking to do business with EANGUS, if the Officer’s, Director’s or employee’s position gives him or her access to proprietary or other privileged information that could benefit the firm in which he or she has an interest.

(b) Financial Conflict

Before an Officer, Director or employee of the association engages in a transaction which he or she reasonably should know may be of financial interest to EANGUS; the Officer, Director or employee of the association should disclose the transaction to the Executive Council, or Executive Director in the case of an employee, in sufficient detail and adequate time to enable the Board to evaluate the propriety of the transaction.

(c) Confidentiality

An Officer, Director or employee of the association should not disclose EANGUS confidential, proprietary, or privileged information to third parties, including members of EANGUS. What constitutes EANGUS confidential, proprietary, or privileged information for this purpose is a question of fact to be determined in each case, largely on the basis of the nature of the information and whether it is already known by the public.

2. Gifts or Business Courtesies

A business courtesy is a gift, favor, gratuity, or entertainment given to an individual Officer, Director or employee from a person or firm with whom EANGUS maintains or may establish a business relationship and for which fair market value is not paid by the recipient. An Officer, Director or employee of the association should limit giving or receiving gifts, favors, gratuities, or entertainment to only what is acceptable in a normal business context and should never give or receive gifts, favors, gratuities, or entertainment in a way that might create, or be perceived to create, an obligation to or from another.

3. Political Activity

Internal Revenue Service guidance authorizes EANGUS, as a Military and Veterans’ organization, to lobby. That is, to "review proposed legislation that may affect veterans", to "testify before governmental bodies with respect to such legislation", and to "inform members about proposed legislation”. EANGUS may also propose legislation and assist Members of Congress and their staffs in drafting proposed legislation.

EANGUS, however, may not engage in political activity which is defined as intervening directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public
office. An Officer, Director or employee of the association therefore must disassociate EANGUS from any political activity or involvement by that Officer, Director or employee of the association and must not use his or her status as an EANGUS Officer, Director or employee or use EANGUS’ name, property (including mailing lists), or facilities to further a particular political candidate or campaign.

As an individual, however, an Officer, Director or employee of the association is not constrained regarding his or her political activities and retains the right to endorse political candidates, contribute to political campaigns, and otherwise make his or her political views known.

4. Use of Association Property

An Officer, Director or employee of the association may use EANGUS property only in the furtherance of EANGUS business. The exception to this policy is the use of resources negligible in value.

5. Public Statements

An Officer, Director or employee of the association should speak on behalf of EANGUS only to the extent that he or she is confident that the statement reflects established EANGUS policy. Any other public statement by an Officer, Director or employee should be identified as his or her personal opinion.

III. ADMINISTRATION

1. Disclosure Statement

Upon assuming office or employment, each Officer, Director or employee shall file a Disclosure Statement with the EANGUS National Office and shall retain a copy thereof. The statement shall disclose any foreseeable conflicts that the Officer, Director or employee may recognize and shall disclose other information necessary or helpful to administer the Code of Ethics. Such statement shall be retained in confidence by the EANGUS National Office during the period of the Officer’s or Director's service on the Council or employee’s employment.

An Officer, Director or employee of the association is responsible for ensuring that the information in his or her Disclosure Statement remains current and must promptly apprise the President in writing of any information that materially affects the accuracy or completeness of his or her Disclosure Statement.

The President, or Executive Director in the event of an employee, shall review all Disclosure Statements annually and after each review shall report to the Council, noting any ethical concerns.

2. Handling a Conflict of Interest That Arises at a Meeting

An Officer or Director should be sensitive to any interest he or she may have in a decision to be
made by the Executive Council and, insofar as possible, recognize such interest prior to the discussion or presentation of such a matter before the Council. When an Officer or Director has an interest in a transaction being considered by the Council, the Officer or Director should disclose the conflict before the Council takes action on the matter. The Officer or Director shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way. The Officer’s or Director's presence may not be counted in determining the quorum for any vote with respect to any EANGUS business transaction in which he or she has a possible conflict of interest.

If the Officer or Director recognizes that the conflict is ongoing and that information discussed at the Council meeting will bear on the conflict, the Officer or Director should not participate in that portion of the discussion and should leave the room. The Officer or Director should request deletion of appropriate material from the minutes as provided to that Officer or Director.

If an Officer or Director in good faith fails to recognize a conflict, the Officer or Director, when it is recognized, shall report that failure to the President, who shall take appropriate action to prevent continuation of the conflict and mitigate past action to the extent reasonable. The matter shall then be referred to the Executive Council for review and recommendation.

3. Infringement of Code of Ethics

(a) An Officer, Director or employee of the association who is unsure about the applicability of the Code of Ethics in a particular situation, or has questions, is encouraged to consult with the President, or the Executive Director in case of an employee. In such event, the Officer, Director or employee must recognize that the President’s responsibility, or the Executive Director’s responsibility in case of an employee, is to EANGUS and not to the Officer, Director or employee.

(b) Upon receipt of information regarding a possible infringement of the Code of Ethics, the President shall promptly notify the Executive Council and the Officer, Director or employee who is the subject of the possible infringement. In the case of the Executive Director receiving information regarding a possible infringement of the Code of Ethics by an employee, the Executive Director shall promptly advise the President. The President shall then investigate the matter with due diligence and utmost discretion, and shall provide ample opportunity for due process for all parties concerned. The President can seek the advice and opinion of the Association’s Attorney.

(c) Upon completing the investigation, the President shall present the facts of the investigation, including the opinions of the Attorney if involved, to the Executive Council for appropriate action. The action may include, but is not limited to: dismissal of the allegation, remedial action, or removal from office pursuant to the bylaws. In the event of an employee being the subject of the investigation, the same procedures will apply. The President will present the facts of the investigation, including the opinions of the Attorney if involved, to the Executive Director who will take appropriate action in accordance with established personnel policy.
Certification or Disclosure Statement

I have read and understand the EANGUS Executive Council Code of Ethics and Conflict of Interest Statement, dated 9 June 2007, and completed the appropriate form below.
(complete and sign as applicable)

I, ____________________________________, __________________________________, (Name – Please Print) (Title – Please Print)

do hereby state that I (check one) am ☐ am not / ☐ an Officer, Board Member, Director or Trustee of any organization or business whose business would, in any way, conflict with the business and goals of the following organizations: The Enlisted Association of the National Guard of the United States, Inc. dba EANGUS, the EANGUS Service Corporation or the EANGUS “We Care for America” Foundation, Inc. NOTE: If you checked the ‘am’ block above, complete the Disclosure Statement below.

____________________________________  __________________________________
(Signature) (Date)

____________________________________  __________________________________
(Address) (City, State, Zip Code)

Disclosure Statement

I hereby disclose that I am an Officer, Board Member, Director or Trustee of the following named organization(s) or business(es) that may conflict with the business and goals of the Enlisted Association of the National Guard of the United States, the EANGUS Service Corporation or the EANGUS “We Care for America” Foundation, Inc. (State Name of organization(s) or business(es) where conflict might arise)

____________________________________  __________________________________
(Organization/Business- Please Print) (Position Held – Please Print)

____________________________________  __________________________________
(Organization/Business- Please Print) (Position Held – Please Print)

____________________________________  __________________________________
(Organization/Business- Please Print) (Position Held – Please Print)
Attachment B:

EANGUS EXECUTIVE COUNCIL STATEMENT OF UNDERSTANDING

I certify that I have read the *EXECUTIVE COUNCIL DUTIES AND RESPONSIBILITIES STANDARD OPERATING PROCEDURES (SOP)*, to include the Code of Ethics and Conflict of Interest Statement, and understand the duties and responsibilities of my elected or appointed position.

In addition, I commit to:

- Maintaining mutual respect for other members of the Executive Council and association staff;
- Maintaining business confidentiality;
- Handling fiduciary responsibilities in a responsible manner;
- Properly and fairly representing the association to the membership, the general public, and the media, and assisting the association in achieving a positive public image;
- Ensuring that all activities initiated on behalf of the association are consistent with the mission, policies, By Laws and/or Articles of Incorporation;
- Representing the interests of all association members to the best of my abilities.

I understand the expectations for my participation at Executive Council meetings as stated within the SOP, and will make every effort to attend all meetings of the Executive Council and to respond in a timely fashion to any requests for information. I also understand that failure to participate satisfactorily on the Executive Council may result in a request by the Council for my resignation. I understand that two unexcused absences within a twelve month period will lead to a request for my resignation. Furthermore, failure to attend three (3) Council meetings during a twelve month period, regardless of the reason for the absence, is cause for dismissal from the Council.

I agree to serve as indicated.

Name: __________________________________________

Position: _________________________________________

Signature:________________________________________

Date:____________________________________________