

The Necrology Chairman or Committee

Texas is a big state and we have divided responsibilities concerning our members.

The Membership Committee cares for the living.
The Necrology Committee cares for the deceased.

Chapter Necrology Chairman and/or President

- * Keeps an information sheet on each member, updated annually
- * Sends Form 6 (Report of the Death of a member) ASAP after a member's death
 - Uses the information sheet to complete the form
 - Includes a contact email address for a response or questions
 - Prints form from International website or orders printed form
 - Sends to Necrology Chairman instead of Membership Chairman
- *Chapter honors the deceased member
 - Memorial service at a meeting
 - Ceremony at the funeral service (*Ceremonies* book or another)
 - Members take roses to the service
 - Chapter sends a special floral piece to the funeral or slumber room
 - Gives a contribution to a Society fund or charity
 - Enters the name into a chapter Book of Memories
- *Complete and send Form 2 (Chapter Annual Report)
 - Postmarked by February 1
 - Send annually
 - Include all names of members who have died since last report
 - Send to State Necrology Chairman (not Membership Chairman)**

State Necrology Chairman and Committee

- * Form 6 is received and date of receipt is recorded
- * State membership list is checked or International is contacted to check
- * On-line obituary is searched if none is sent
- * Information from Form 6 is recorded
- * Condolence card is sent to a family member or close friend
- * Name is added to the Book of Memories
- * Names of all deceased are sent to the International Chairman on March 1 annually
- * Ceremony of Life and Remembrance is planned and conducted at convention
- * Names are read at the service and are printed in the program booklet

Questions: Contact Carolyn Rigsby, Texas State Organization Necrology Chairman
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