

## Matlacha Hookers Chaplain Procedures

The elected Chaplain shall first and foremost familiarize herself with and abide by the current Bylaws and the Articles of Incorporation for the Matlacha Hookers. As stated in the current Bylaws:

“The Chaplain shall serve as the Membership’ primary liaison to the board and shall strive to foster the morale of the membership and promote their spiritual, emotional, and psychological well-being. The Chaplain shall do and perform such other duties as may be assigned by the Board and specified in the Procedural Manual. The Chaplain shall chair the Outreach Committee”.

1. Attending all scheduled monthly board meetings; Attend the greater Pine Island Alliance meetings, attend Pine Island cares meetings, attend Beacon of Hope meetings, at which time she will provide an oral Chaplain report and an Outreach Committee report to the board.
2. Attend all scheduled monthly general meetings; at which time the Chaplain will:
  - Provide the invocation.
  - Share a tasteful joke or story to brighten the meeting.
  - State both the Chaplain report and the Outreach Committee report that were given to the Board.
  - Assist the Madam and other officers as needed and be available at the meetings to aid any members needing our help.
3. Oversee the “Card Shower” requests. Card shower requests may be completed online, by email, by phone, or in person by any member.
  - The Chaplain will verify all information and provide a short description and the correct address to the Secretary and Webmistress for publication in the Hooker Herald.
  - The Chaplain will also send notes for each request from the Board and from the Hookers as a whole.
    - Chaplain will maintain a binder with monthly general meeting report.
    - Check group text messages daily.
    - Respond to emails and text messages within 2 days.
    - Drive to present a positive and loving attitude to each member of the Matlacha Hookers and always strive to be a positive role model in the community.

