

## **The Necrology Chairman or Committee**

Texas is a big state and we 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 Alpha State or International websites
  - Sends to Necrology Chairman, TSO Treasurer, and International Membership Chair
- 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**

### **State Necrology Chairman and/or 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

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