

## Memorial Day Committee

### 1. ESTABLISHMENT

The Memorial Day Committee shall be established to plan and oversee the Town of Voluntown's Memorial Day ceremonies and parade. The Committee shall consist of at least 5 members, but no more than 7 members, who shall be electors or taxpayers of the town and are appointed by the Board of Selectmen.

### 2. POWERS AND DUTIES

The responsibilities of the Memorial Day Committee include, but are not limited to:

- A) Planning the ceremonies and making sure all the necessary equipment and items are ordered and set up.
- B) Planning the parade and making sure all the marchers are notified.
- C) Making sure the memorial name list is updated and current.
- D) Making sure American flags are placed on the graves in all Voluntown cemeteries.

### 3. ADMINISTRATION

Members of the Memorial Day Committee will elect officers of a Chairperson, Secretary, and Treasurer at their first meeting of the year. The Committee will submit a schedule of meetings annually to the Town Clerk. The secretary will make sure that agendas and minutes are posted to the Town Clerk.

The Committee will be provided with a Memorial Day budget as determined by the annual town budget. The Treasurer will make sure all receipts are submitted to the Selectmen's office and make sure that the spending is kept within the approved budget.

All members of the Committee shall serve without compensation.