

# Department of California and Pacific

Office of Department Commander

Owen R. Stiles, PCC



## MEMORANDUM FOR ELECTED DEPARTMENT OFFICERS

7 April 2025

### Subject: Periodic Activity Reports of Department Officers

By the authority vested in me by the Department of California and Pacific Bylaws, as the executive officer charged with administering the affairs of the Department, I direct the following:

The efficient management of the administration of the Department of California and Pacific is essential to our organization. To achieve this, it is necessary for elected Department officers to periodically report on the duties required of them by the National Constitution and Regulations, by the Department Bylaws, and other appropriate authority. Therefore, elected Department officers shall periodically report their activities to Department officers following the below reporting schedule:

Officer	DATE Due on or Before	DATE Due on or Before	DATE Due on or Before	DATE Due on or Before	DATE Due on or Before
Senior Vice Commander	Due on or Before 7/1/25	Due on or Before 9/1/25	Due on or Before 11/1/25	Due on or Before 1/1/26	Two Weeks Prior to Encampment
Junior Vice Commander	Due on or Before 7/1/25	Due on or Before 9/1/25	Due on or Before 11/1/25	Due on or Before 1/1/26	Two Weeks Prior to Encampment
Secretary/ Treasurer	Due on or Before 5/1/25	Due on or Before 8/1/25	Due on or Before 10/1/25	Due on or Before 2/1/26	Two Weeks Prior to Encampment
Council (chairman)	Due on or Before 5/1/25	Due on or Before 8/1/25	Due on or Before 10/1/25	Due on or Before 2/1/26	Two Weeks Prior to Encampment

Data illustrations to incorporate in your reports include, but are not limited to:

- **DSVC:** activities on Department Encampment preparations, other events attended or participated in as a Department officer, etc.
- **DJVC:** activities coordinating recruiting efforts, apportionment of membership inquiries to the appropriate Camp located geographically nearest the residence of the inquirer, and other events attended or participated in as a Department officer, etc.
- **S/T:** activities related to any correspondence, preparation of documents for Camps and Delegates, recording official Department Orders, financials records activities (including, but not limited to the Department Policy of Reporting Finances), other events attended or participated in as a Department officer, etc. Any financials anomalies that materialize in between reporting periods should be brought to the attention of elected Department officers, immediately.
- **Council Chair:** on behalf of the full Council, activities related to “devise and recommend” measures, reviews of Department finances (including, but not limited to the Department Policy of Reporting Finances), any vacancies filled, and other events attended or participated in as a Department officer, etc.

Reports may be sent informally in an email, and shall be addressed to elected [electedofficers@suvpac.org](mailto:electedofficers@suvpac.org). This will provide for the simultaneous distribution of the report among all elected officers. If an officer has nothing to report, your email is still required, and should indicate you have no activities to report.

Notwithstanding the above reporting timetable, matters of a sensitive or urgent nature shall be brought to the attention of the Department Commander immediately. This memorandum excludes SVR activities, which should be directed to the Commander of the 6<sup>th</sup> Military District. If any such SVR activity may have an impact on the Department, such information shall immediately be reported to the Department Commander.



By Direction of: *Owen R. Stiles*

Owen R. Stiles, Commander  
Department of California and Pacific  
Sons of Union Veterans of the Civil War