



CAPTAIN MERIWETHER LEWIS CHAPTER

POLICY 1-2, MONTHLY SUMMARY REPORTING

Association of the United States Army (AUSA), Captain Meriwether Lewis Chapter (CMLC).

Reference: Article VII, Section 2, Subchapter By-laws.

- **The subchapter president has the responsibility to keep the Chapter President informed** periodically of all activities involving subchapter support and other involvement in direct and indirect support of soldiers and soldier families. The **Monthly Summary Report (MSR) is the primary established means to do this reporting, although subchapter presidents are encouraged to keep the Chapter President informed as significant events occur. The Monthly Summary Report (MSR)** is submitted electronically, **by the subchapter president or subchapter secretary**, to the CMLC President and CMLC Treasurer. The MSR may refer to any SAR previously submitted during the reporting month rather than repeat the SAR information. The Subchapter's meeting minutes, even though not formally approved, shall also be included with the summary.
- **MSR Purpose:** A MSR is used to summarize and document the subchapter's activities during a given month.
- **MSR Deadline:** Send the completed MSR and subchapter meeting minutes by the 10th of the following month.
- **Submit MSR to:** The CMLC President, Amy Tiemeyer at atiemeyer@youracu.org, the CMLC Treasurer, Virginia Kinakin, at retirextwo@aol.com, and the CMLC Secretary, Alecia Grady, at lewissecretarygroup@outlook.com.

The Association of the United States Army, the Captain Meriwether Lewis Chapter and associated subchapters and committees are non-Federal entities. They are not part of the Department of Defense or any of its components and they have no government status.