



Clinch Bend Chapter, NSDAR

Your Chapter and
Opportunities to Help
By Shannon Albritton-Gorman

Everyone- All Year Long

- Take it to the community, we are not a secret club. We need to be out in the community doing what we do best, sharing our respect for God, Home and Country.
- Help your Board out by responding to their attempts to communicate with you. Be mindful of the age differences, and experience differences when communicating with one another.
- Participate in the activities of the chapter. DAR membership is not about attending business meetings, it is about honoring our veterans, educating the public and preserving American history. We have business meetings to stay organized and to establish a voting forum. Business meetings are not a goal or a purpose, they are a tool.
- Think of ways to share the benefits of DAR membership with others in the community.
- Think of ways to publicize what we do in print media, on the radio, or on television.
- Educate yourself on what each committee does. Then let the committee chairmen know what you do that falls under their committee.

There is More to Learn

- This is an introduction to how our chapter accomplishes our goals of acknowledging Patriotism, Historic Preservation and Civic Literacy Education in our community.
- There are two members only websites you should check, and the website addresses can be obtained from your regent.
- This PowerPoint does not contain ALL the information about ALL of DAR, so please be sure to ask questions and seek more information on the areas that interest you.
- We use Roberts Rules of Order to conduct our chapter business.
- We have Chapter By Laws, TSDAR By Laws and NSDAR By Laws.
- The By Laws Rule the Day, so if anything in this Power Point is in conflict with the By Laws, be sure to follow the By Laws.

What Can One Person Do?

- You can add or you can subtract from the total good we accomplish together as a chapter
- Please take a few minutes and look over the opportunities you have to add to the total good.

Let Us Know

- If you do something, or know someone who does something patriotic, write it down, take a picture, and let us know.
- If you see an American Flag properly displayed, write down the address, take a picture, and let us know.
- If you read about a woman who contributed to American History, let us know
- Identify publicity opportunities and get us in the newspaper as often as possible for anything that meets our DAR goals.

Your Board- You Elect Them

- Each year half the Board is eligible for election.
- We have our elections in March.
- If you want to run for an office, please tell the Nominating Committee as soon as possible.
- Please attend the state workshop in August for that specific office. This is not a requirement, it is a suggestion.
- Please volunteer to be a Committee Chairman.
- If the Nominating Committee asks you to be on the board, please give it your consideration, they must have a reason for asking you.
- If a Board Member leaves their position before their elected time is up, the remaining Board members appoint a chapter member to fill their unexpired term until the next Annual Business Meeting, which for our chapter is in May.

Regent

- Represents the chapter at many functions through out the year
- Oversees the chapter activities
- Sets the vision and suggests goals and benchmarks for the chapter.
- Is responsible for encouraging and developing the growth of the chapter.
- Appoints Committee Chairman
- Must be knowledgeable regarding job requirements of the other Board members to ensure jobs are performed according to By Laws.
- Must authorize all disbursements of chapter funds.
- Is ultimately responsible for the well being of the chapter.

Vice Regent

- Works alongside the Regent, ready to step in and take her place on any given occasion.
- Oversees the Programs offered at the chapter meetings, schedules speakers, and determines meeting places, times and venues. Submits programs for Outstanding Program contest.
- Must plan the year in advance to make sure Chapter Achievement goals are met.
- Usually the Yearbook Chairman
- Committee Chairmen should work with the Vice Regent in obtaining programs that enhance the committees work. She is not a mind reader, you need to talk to her in advance of needing a program on your committee.

Treasurer

- Collects dues to ensure they are received by NSDAR, BEFORE the deadline in November.
- Handles all the money, everything financial goes through the treasurer.
- Keeps the membership informed of chapter financial activities with a monthly Treasurers Report.
- Maintains all the financial records of the chapter.
- Files all the forms with the state and IRS to make sure we are conforming to appropriate laws
- Only disburses funds as directed by Regent based on vote by Board or Chapter Members; or By-Laws.
- Keeps track of chapter members individual donations to various programs and charities.
- Cannot reimburse you for expenses unless authorized and directed to do so based on vote and minutes showing vote and directive. If you spend your money for DAR activity and want to be reimbursed, you need to plan ahead and ask the chapter members if they want to support your endeavors financially.

Historian

- Preserves the history of our chapter.
- Keeps a scrapbook of our activities
- Keeps copies of all our publicity and print media coverage
- Is usually the Historical Preservation Committee Chairman
- Give her your pictures and reports if you want them in the scrapbook. Do not email them to her and expect her to print them for you unless you have asked her to do so and she has agreed.
- Please cut out newspaper articles and give them to her, or let her know when you see an article and what paper it is in so she can try to obtain a copy of the article.
- She needs one copy to send the State Pressbook Chairman and one copy for the chapter records.
- She sends copies of our news articles and programs once a month to the State Pressbook Chairman.

Recording Secretary

- Records the minutes of the meetings and shares those minutes with the chapter membership, either in writing, or by reading them to the members, or by email, based on By Laws and Board decision.
- Is the official record keeper, does not make policy, she reports what occurred according to state and national guidelines. The minutes are not a word for word copy of everything that transpires at a meeting.
- Minutes cannot be amended unless a motion is made to amend them, the motion then needs to be seconded, and a discussion allowed. Then a the motion can be clarified to make a specific amendment to the minutes, seconded and voted on.
- Basically, do not aggravate her about the minutes, make a motion to amend the minutes and then state your case during the discussion phase of the process.

Corresponding Secretary

- Communication Central
- Emails, letters, newsletters, all go through the corresponding secretary
- Call, email or write her with anything that needs to be shared with chapter members.
- She calls members who do not receive email.
- She is our primary contact person for Prospective Members.
- She is the person you call for reservations, change of address or email address. She communicates with everyone.

Librarian

- Keeps our books and chapter print resources available to chapter members
- Works with chapter members in deciding what to donate to NSDAR Library
- Is usually the Literacy Committee Chairman.

Registrar

- Reviews new membership applications to ensure they meet DAR standards and requirements. Obtains Regents signature and two chapter members signatures before giving paperwork to the treasurer to be sent to the Registrar General, NSDAR.
- Meets with prospective new members and helps them with their paperwork, and if unable to do so, contacts the Regent to ensure Prospective Members are not lost to lack of attention.
- Trouble shooter- helps members and prospective members identify and find what they need to finish applications. If unable to assist members and prospective members, refers them to Lineage Research Volunteer
- Is knowledgeable about resources available to document lineage for applications.
- Attends workshops to keep up-to-date with NSDAR requirements.
- Keeps E-Membership up to date with correct addresses and information on members OR asks Regent or Vice Regent to do this job for her.
- Contacts Regent and State Registrar with changes in addresses immediately.

Chaplain

- Conducts such religious services as required;
- Communicates with members who are ill or in distress or unable to attend meetings.
- Plans memorial services for deceased members.
- Notifies Regent and NSDAR of birthdays of members age 90 and over.
- Brings cards to meetings to be signed by chapter members if occasion warrants it.
- Is custodian of the spiritual well being of the chapter members. She prays for us all.

Committees

- This is how we work together, in a committee format.
- Committee is a Boring word, sounds so staid and unresponsive.
- The reality is that it is very easy to serve on a committee with women you respect; women who are interested in accomplishing something you feel is of value.

Pick Two?

- If you pick two, you will not be alone on anything. There will be someone else who has agreed to help.
- Think about it, if everyone agrees to help at least twice a year, we will accomplish a great deal.
- You may want to help, but feel a little hesitant because of other obligations or health concerns. Pick two and someone else will be there to work with you. I promise.

Categories

- Most of our work falls into three basic categories
- Please tell me which of these categories is of the most interest to you.
 - Veterans/Patriotic
 - Education/Community
 - Genealogy/History

Brief Descriptions of Committees

- The “Description” is supposed to give you an idea of what you actually DO on the committee, which is what I thought you be most interested in knowing at this point in time.
- There is more information available at the NSDAR website, and from me, and from your fellow chapter members, and from the state officers and committee chairmen. You are not alone....

American Heritage

- Everything we do is American Heritage
- Keep copies of every program, every event, every activity, every news article.
- Encourage members to compete in the American Heritage categories listed on the NSDAR website.
- Write a report in February detailing chapters activities in your committee area.
- This is the BIGGEST Committee report we have.

American History

- Contact teachers and ask them to have their students participate in writing essays. The chapter purchases certificates and medals to give to the children who participate. You will go to the school and award the certificates and medals. This is a publicity opportunity, get pictures and make sure articles are submitted to the newspapers.
- Women in American History-give certificates to organizations and individuals that honor women in American History. Look for programs on Women in American History and let the Vice Regent know about them.
- Give out certificates for notable events, displays, and contributions to American History
- Recommend candidates for the Outstanding Teacher of the American History Award- work with Historian on this.
- Keep track of the programs the chapter has that pertain to American History and write a report in February that details the chapters American History activities.

American Indian

- Collect UPC labels and Box Tops for Education
- Ask the Mayor in each city in our county to sign a proclamation in November (American Indian Month)
- Work with the Vice Regent to find a a guest speaker or group for a program
- Share an American Indian minute at each chapter meeting
- Share your ideas on ways to develop this committee
- Write a report in February detailing chapters activities in your committee area.

Americanism

- Distribute patriotic material- flags, pins, and pamphlets.
- Attend parades and participate in patriotic events and ceremonies
- Attend Naturalization ceremony
- Identify people in your community who help others become Naturalized citizens
- Help someone become a Naturalized citizen
- Identify a candidate for the NSDAR JROTC Bronze medal.
- Write a report in February detailing chapters activities in your committee area.

Children of the American Revolution

- Start a chapter
- Serve as a senior leader for a chapter
- Invite a chapter to do a program
- Work with a chapter on a project
- Acknowledge grandmothers with grandchildren in CAR
- Write a report in February detailing chapters activities in your committee area.
- Help a child fill out a CAR application
- Write a report in February detailing chapters activities in your committee area.

Community Service Award

- Ask pastors, City Council, other civic minded leaders to recommend candidates for this award.
- Send in paperwork to National, they select the winner.
- Limit of two per year
- Plan ahead, ask early, this report is due in December

Conservation

- Reward someone in your community
- Start a chapter beautification project and keep a gardeners journal of the project with pictures of project.
- Share a Conservation minute at each meeting
- Ask members to keep track of trees planted, bird seed purchased, recycling goals achieved.
- Write a report in February detailing chapters activities in your committee area.

Constitution Week

- Always September 17-23
- Obtain proclamations from city mayor's in your county
- Organize Constitution Week events and notify all the chapter members so they will be able to participate and show their support
- Contact schools in your area to encourage Constitution Week activities and give certificates of participation at the school, not in a chapter meeting- this is taking it to the community, sharing the glow of excellence
- Encourage everyone in your community to participate in Constitution Week and acknowledge those who do participate
- Email chapter members each day of Constitution Week with a Constitution Sidelight, and ask them to forward it to everyone on their contact list
- Organize or attend a Bell Ringing Ceremony
- Write one or two page report in October on Constitution Week events, ceremonies, materials handed out, certificates awarded, and press coverage received.
- Submit Constitution Week Scrapbook for contest by Jan 30. It needs to be an old fashioned scrapbook. Entering the Scrapbook Contest is optional.

DAR Good Citizen

- Every high school should have one winner.
- We had winners from 8 high schools in 2010.
- Faculty selects 3 students and then senior class selects the winner
- Winner receives a certificate, preferably at the yearbook ceremony when other awards are presented to students
- Winners may choose to compete in the DAR Good Citizen Scholarship Contest. It is not required.
- There can only be one Scholarship Contest winner per chapter.
- Write a report in February detailing chapters activities in your committee area.

DAR Genealogical Preservation

- National project to enter data from applications into DAR database
- Work from your own home computer
- There is a self tutorial available from the NSDAR.
- Great way to participate from home.
- Write a report in February detailing chapters activities in your committee area.

DAR Magazine

- Subscribe to the magazine
- Encourage other members to subscribe by sharing with chapter members the valuable information you obtain from the magazine.
- Write a report in February detailing chapters activities in your committee area.

DAR Museum

- Find out about the museum, and share that information with chapter members in a program
- Be a Corresponding Docent
- Conduct a fund raiser for the DAR Museum
- Write a report in February detailing chapters activities in your committee area.

DAR Project Patriot

- Create projects to support our troops
- Check with the Project Patriot NSDAR committee to find out what items need to be sent
- Share project opportunity with members and the public
- Recognize community members and groups that support our troops
- Write a report in February detailing chapters activities in your committee area.

DAR Scholarships

- Communicate scholarship opportunities to all the high schools in your county
- Make sure all the applicants send their applications to you, then you copy them and send them to the correct person.
- Acknowledge applicants from our area with certificates and newspaper coverage
- Write a report in February detailing chapters activities in your committee area.

DAR Schools

- Collect UPC Labels and Box Tops for Education
- Share information about the DAR schools with chapter members
- Collect clothes, labels, and money for schools
- Visit a DAR school
- Contact the Vice Regent of the chapter and plan a program on DAR Schools
- Write a report in February detailing chapters activities in your committee area.

DAR Service For Veterans

- Create volunteer opportunities for chapter members and the public.
- Collect used stamps from everyone you know to send in for use in rehabilitation therapy.
- Give a certificate for Outstanding Youth Volunteer
- Give a certificate for Outstanding Member Volunteer
- Work with the Boy Scouts, the Girl Scouts, and other like minded organizations to help them help veterans.
- Keep track of number of chapter volunteers, number of hours, number of Veteran interviews conducted, total miles traveled for volunteer participation, total cash and non cash items donated.
- Keep a diary of your work in organizing the chapter and providing opportunities to the public to help veterans.
- Write a report in February detailing chapters activities in your committee area.

Flag of the United States of America

- Involve community youth in learning about proper care and display of the Flag.
- Attend Flag Ceremonies at your local schools.
- Help publicize a Flag Ceremony, participate in planning a Flag Ceremony.
- Look for Flags that need to be replaced, then contact the owner and offer to dispose of the Flag correctly.
- Award Flag Certificates in your community. You can do more than one. Give the certificates at the meeting of the organization that won the certificate.
- Provide flag code information to the public
- Work with the Vice Regent to have a meaningful and interesting flag program for your chapter.
- Write a report in February detailing chapters activities in your committee area.
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DAR Library and Seimes Technology Center

- Acknowledge a chapter member who did outstanding service to the DAR Library
- Conduct a fundraiser for the DAR Library
- Contact Insignia Chairperson with names of people who qualify for Friends of the Library pin
- Write a report in February detailing chapters activities in your committee area.

Historic Preservation

- Identify historic preservation projects and ask the chapter to participate
- Arrange historic preservation workshops-invite the public, and local historic preservation groups
- Place markers on graves
- Work with the Vice Regent to conduct program for the chapter
- Identify people in your area that have accomplished Historic Preservation work and submit them for an award.
- Write a report in February detailing chapters activities in your committee area.

Insignia

- Write a report in February detailing chapters activities in your committee area.
- Activities consist of buying pins, so you need to know the name of the person, the name of the pin and how much it cost.
- We LOVE our pins!

Junior American Citizens

- Youth group, available to all school children, very open in format. EVERY school in our county should have the opportunity to participate. Send a letter to every principal of every school in early August, then follow up with teachers. Go to the schools to give awards. Involve Chapter members, teachers, and other qualified parties in determining winners. Everyone who participates gets a certificate, but there should be a winner, and they should receive special recognition.
- Keep a copy of your correspondence, and take lots of pictures. Write press releases for newspapers. Ask newspapers to attend awards ceremonies at each school.
- Contests for
 - Art- Poster, Stamp Design, Photo Essay or Banner
 - Creative Expression- poem or short story
 - Community Service

JAC continued

- Thatcher Award- not a contest- chapter selects- given to adults and senior JAC members
- State gives award on JAC scrapbook based on number of inches of publicity
- National award- if our chapter starts a new JAC group we can compete for this award
- Important to keep track of number of children who participated in each activity and then number of activities.
- REWARD the teachers, make it easy for them to participate by being organized yourself
- Write a report in February detailing chapters activities in your committee area.

Junior Member

- Nominations for Outstanding Junior Member must be submitted by 28 September each year.
- Every chapter should have an Outstanding Junior Member
- Report on recruitment and retention plan- involve chapter members
- Encourage Junior members to page at conferences and take leadership roles in the chapter
- Engage the creativity of Junior members- let them take the lead in volunteering in the community while under the DAR umbrella. Support them in reaching out into the community
- Use modern technology to communicate with junior members- must be able to text, use Facebook, and email to communicate with Junior Members.
- Keep track of the Junior Sales activities of your chapter members
- Write a report in February detailing chapters activities in your committee area.

Lineage Research

- Encourage every chapter member to participate and keep a log of hours they spend doing lineage research
- Contact chapter members who express an interest in doing lineage research.
- Offer to help prospective members get started in their research
- Participate in genealogy workshops
- Visit local genealogy organizations, offer to help them find their American Revolutionary War Patriot Ancestors
- Write a report in February detailing chapters activities in your committee area.

Literacy

- Give chapter award to a community member who does outstanding service
- **Search and Rescue**
- Encourage those who cannot read to seek help.
Create a special project to promote literacy.
Raise public awareness of the literacy crisis.
Prepare literature that will encourage parents to help their children learn to read.
Use public service announcements on TV and radio to direct those who cannot read to a facility where they can learn to read.
- **Just Teach One**
- Become a reading tutor or assist a tutor.
Volunteer for literacy organizations or libraries in your community.
Tutor a student after school. Help students prepare for their GED.
Teach your own children and grandchildren to read.
- **Fund Raising**
- Sponsor creative fundraisers to help support literacy programs in your area.
Contact the literacy organizations and co-ordinate your efforts with theirs.
- Write a report in February detailing chapters activities in your committee area.

Membership

- Create and share prospective member list- this is a Number One priority for our chapter.
- Encourage every chapter member to bring in a friend or family member this year.
- This is a forever project- there are deadlines for submission of information to the state and national, but our membership drive never ends regardless of those deadlines
- Write a report in February detailing chapters activities in your committee area.

National Commemorations

- Encourage members to participate in 4th of July celebration or event, then follow up and make a note of what each chapter member did to commemorate the 4th of July
- Keep track of how many programs the chapter had or participated in
- Other Programs or Events- there are many commemorative events during the year, please keep a notebook and jot down who did what, and when and why they did it.
- Please send press releases into the newspaper
- Write a report in February detailing chapters activities in your committee area.

National Defense

- Write letters to the editor and encourage chapter members to write letters to the editor as private citizens, not as DAR members.
- Have three minute National Defense report at each meeting
- Work with Vice Regent to conduct a program
- Award ROTC medals, preferably at the school during the school awards program
- Submit a press release to the local newspaper
- Write a report in February detailing chapters activities in your committee area.

NSDAR Medal of Honor

- We can make a recommendation- Trace Adkins won it 2009-2010
- This is a National Award, and we should have a nomination.
- Committee must have done the research on our nominee, why they should receive the award.
- Write a report in February detailing chapters activities in your committee area.

Programs

- The Vice Regent is in charge of Programs.
- She will submit them for review and possible awards.
- Awards given to the chapter are based on a calendar year. Final report due in December.

Public Relations and Media

- Submit everything you can to the local newspapers, with pictures if possible.
- Ask chapter members to keep copies of all newspaper articles.
- Give award to a community member, no contest or application, chapter gives the award- preferably at the place of business not in a chapter meeting
- Keep track of all print media coverage. The chapter is eligible for an award based on number of inches of print media publicity- this is in a report filed at the end of December
- Find a chapter member to help with newsletter and brochure
- Promote DAR and it's work in every possible venue
- Set up FaceBook for the chapter as a private group and have another member be a co-moderator to be sure no inappropriate comments or pictures are posted.
- Be mindful of members who are technologically challenged and provide workshop for them to show how the chapter is using technology for public relations enhancement.
- Bring a print copy of the newsletter to each meeting to share with members who do not use email or check the website or use Facebook.

Volunteer Genealogists

- How many members took either the two or four day course?
- How many workshops did our chapter conduct?
- Encourage members to become trained and to conduct workshops
- Attend a workshop yourself
- Write a report in February detailing chapters activities in your committee area.

The End

- So, you are a descendant of an American Revolutionary War Patriot. A man or woman who gave their time, energy, and in some cases, their lives and fortunes to create this great Nation.
- What are you going to do?