Responsibilities of the ISDUP Recording Secretary
1. Save all records and maintain a permanent record
2. Keep accurate records including proceedings of meetings and other events
3. Keep official minutes
4. Maintain copy of rolls at meetings as needed
5. Maintain the Honorary Heritage program
6. Other duties as assigned by the ISDUP Executive Board

Honorary Heritage Information
1. Send a completed Honorary Heritage Section Membership Application to the International Society DUP showing membership of at least three generations on your direct ancestral line. Include membership number of each individual on your application. You may skip a generation but you cannot cross from one line to the other. Membership of ancestors, living or deceased will be counted. Your ancestral lines include: daughter, mother, grandmother, great grandmother or great-great grandmother, but not aunts or sisters. All applications should include the full name of the applicant and full names of all qualifying ancestors. By full name we mean given name, middle name, maiden name, and all married names. Our membership files show many women have the same given and married name. By providing full names as described, you will help avoid delays in processing your application.
2. A check, signed and dated, must be included before we can process your application.
3. Your certificate and pin will be mailed separately. Pins tend to snag or tear the certificate when processed by the postal service so we wrap the pins to prevent damage.

Information for Company and Camp Secretaries
1. Company and camp secretary responsibilities are outlined on the ISDUP website under the President’s Packet under Instruction/Procedures.
2. Forms used by company and camp secretaries are listed on these officer responsibilities pages. All secretary forms have been updated and are available on the ISDUP website. Go to ISDUP.org, then click the membership tab on the home page and then go to forms and applications on the drop down menu.