Company President Responsibilities

Introduction
Presiding as company president brings with it many opportunities to strengthen Daughters, foster growth, and provide leadership and training at the camp and company level. Also, acting as liaison between the company and International Board promotes unity and stability within the whole organization.

Summary of ISDUP Constitution and Bylaws
- Presides at all company meetings and annual district conventions.
- Is the chairperson of the company executive committee.
- Is an ex-officio member of all committees of the company except the nominating committee. The president appoints the nominating committee.
- Calls special meetings when necessary.
- Presents for consideration business of the organization and policies determined by ISDUP.
- Makes a report of the accomplishments from last year’s company district convention.
- Authorizes disbursements of all money.
- Reviews the company treasurer’s records annually.
- Signs all correspondence pertaining to company business.

Responsibilities
1. Provide Leadership and Management of Company Board
   - Provide on-going guidance and support for company board members learning their duties.
   - Collaborate with company board to develop company goals, calendar, and budget.
   - Conduct and preside at company board meetings.
   - Delegate responsibilities to board members as needed.
   - Foster timely preparation and submittal of all reports.
   - Spearhead and oversee the election process on both company and camp level.
   - Appoint non-elected board members and all committees as needed:

<table>
<thead>
<tr>
<th>Elected Board</th>
<th>Appointed Positions*</th>
<th>Possible Other Positions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lesson Leader</td>
<td>Artifact Leader</td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Parliamentarian</td>
<td>Scrapbook</td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Music Leader</td>
<td>Legacy Reporter</td>
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<tr>
<td>Recording Secretary</td>
<td>Chaplain</td>
<td>Computer/IT</td>
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<tr>
<td>Corresponding Secretary</td>
<td>Outreach</td>
<td>Museum Director</td>
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<tr>
<td>Treasurer</td>
<td></td>
<td>Accompanist</td>
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<td>Registrar</td>
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<tr>
<td>Historian</td>
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</tbody>
</table>

   * Appointed and possible other positions may be combined and/or assigned to the 1st and 2nd vice-presidents to meet needs of company and utilize strengths of board members.

2. Provide Leadership and Management of Company Finances and Other Reports
   - Establish an annual budget and forecast long-term budget needs.
   - Institute appropriate signatures on the company bank account, i.e., president, treasurer and one additional executive committee member. Most financial establishments require a copy of previous board meeting minutes, verifying the board positions of the signers.
3. **Provide Management Through Implementing Standards**
   - Use *Constitution and Bylaws*, President’s Packet, and other materials—both camp and company versions—found at ISDUP.org.
   - Attend, when possible, the ISDUP Leadership Training Seminar to receive current instructing for the new DUP year (operational and fiscal).
   - Work with company board to provide training, communication and assistance to camp boards.
   - Work in partnership with ISDUP regional representative, where applicable.

4. **Provide Leadership and Management for Company Events**
   - Oversee dissemination of training received at ISDUP Leadership Training Seminar to camp board by hosting a company Leadership Training Seminar, typically in August.
   - Assign biannual camp sponsor visits – company board member attends camp meetings, typically October and March. Newly elected camp boards are installed by company board representative during one of these camp sponsor visits, typically March through May of even years.
   - Oversee the organization of a company or district convention. Coordinate with other company president(s) if her company is involved in a district rather than company convention, typically March through May.
   - Oversee the organization of a company Jubilee, typically in May.

5. **Oversee Museum and Markers and Provide Leadership and Management (if applicable)**
   - Responsibility (almost exclusively) for any satellite museum or marker within the company is under the direction of the company president and board. In some instances, a camp has the responsibility.
   - Be aware of provisions and circumstances, if DUP owns, leases, or has a MOU (Memorandum of Understanding) for the building cabin or site.
   - Appoint museum director and museum treasurer to act under the direction of company president. The following shall be maintained:
     - Museum director and treasurer will maintain a separate checking account with appropriate signatures.
     - Checking account register will record credits of assessment fees, donations, gifts, fundraiser income, gift shop revenue, etc.
     - Debits are also recorded, i.e., liability insurance, utilities, grounds maintenance, supplies, grant match, lease/rent, etc.
   - Report hours of operation details are reported on the Company Annual Statistical Report.

6. **Use Only Current ISDUP Forms and Information Found at ISDUP.org**
   - [ ] Camp Sponsor Evaluation Report
   - [ ] Company Statistical Report
   - [ ] Company Annual Financial Review
   - [ ] Company Meeting Minutes
   - [ ] Company Board Planning Guide
   - [ ] Company Report/Form Routing
   - [ ] District Convention Forms
Checklist for Company President

1. **Company Board Meetings**
   The company board typically meets monthly from August through May; frequency determined by Company President. Meetings are held to receive reports, plan events, etc. The company president:
   - Establishes board meeting dates for the year.
   - Plans agenda and ensures corresponding secretary notifies board of meetings.
   - Receives reports on responsibilities and follow-up regarding on-going event preparation from each board member, i.e., treasurer, membership, and historian.
   - Votes to break a tie.

2. **Attend ISDUP Leadership Training Seminar** *(typically June)*
   It is important for the company board to attend the ISDUP Leadership Training Seminar, where possible. Current instruction for the new DUP year (operational and fiscal) is provided. Company boards will then be responsible for disseminate instructions to the camp boards, i.e.:
   - Navigating ISDUP.org.
   - Music CD, lesson books, and list of songs for upcoming year become available.
   - Thoughts for chaplain and parliamentarian are provided.
   - ISDUP theme, calendar items, changes, and announcements are provided.

3. **Company Leadership Training Seminar for Camp Boards** *(typically August)*
   A major responsibility of the company board is to present a Company Leadership Training Seminar. Current instruction for the new DUP year (operational and fiscal) is disseminated to the camps from ISDUP training. This is an opportunity for counterparts to discuss information and answer questions. On-going communication and mentoring continue throughout the year.
   - Establish date and secure location for event.
   - Company board collaborates on the program to ensuring each board member provides training for their camp counterparts.
   - Corresponding secretary prepares and distributes invitations.

4. **Attend ISDUP Convention** *(typically September or October)*
   This ISDUP Convention is a business meeting for ISDUP Board to account to Daughters the financial, statistical, and activity data from the last DUP year (operational and fiscal), and future plans. The general meeting offers time for celebration and entertainment. Often the Days of ’47 Royalty are part of the program. ISDUP elections are held (even years) at this convention. Company presidents will be notified of the procedure to select and send delegates from the company—one delegate per every twenty-five active Members—to the ISDUP election portion of the convention. Only delegates present at the convention can vote on nominations made from the floor.

5. **Annual District Convention** *(typically March through May)*
   District conventions are held once a year as a business meeting for company boards to give an accounting to Daughters the financial, statistical, and activity data from the last DUP year (operational and fiscal), as well as future plans. These conventions may consist of one or more companies within a geographical area. During odd numbered years, this convention provides the forum for the installation by an ISDUP representative of newly elected company Boards. District Conventions are a vehicle for the ISDUP representative to communicate with and provide training for the company and camp boards.
If you are the host company president, the following is a checklist of your responsibilities:

- Follow the District Convention Meeting Outline to greatly assist you in your preparations.
- Proceed by using the date the previous host company president submitted to ISDUP.
- An optional Company Event Checklist is provided at ISDUP.org
- Spearhead communication and coordination with all company presidents involved in the district convention.
- ISDUP will communicate by email or telephone as quickly as possible which representative will be attending your district convention.
- Please send your invitations out without the name of the visiting ISDUP representative.
- When contacted by the ISDUP representative, share topics of concern and training issues that she may focus on during training.

Summary of submissions required from each company participating in the district convention given to the attending ISDUP representative.

- District Convention: Company President’s Update to Their Members
- District Convention: Company Treasurer’s Update to Their Members
- District Convention: Satellite Museum Treasurer’s Report (if applicable)
- District Convention: Roll Call
- District Convention: Projected Schedule

All submissions are found at ISDUP.org
Begin with: Membership → Forms and Applications → District Convention Forms.

6. **Jubilee** (typically May)

   The annual Jubilee is held to commemorate Brigham Young’s birthday, June 1, 1801, and to celebrate the accomplishments of the year. The Jubilee can be held anytime, however. The company board develops the program, invites all Members, Members-at-Large, and Associates. Community leaders may be included.

   - Establish date and location
   - Set up committee
   - Develop program and theme
   - Send invitations
   - Consider celebrating individual accomplishments of Members, the camps, company, or community partners.

   A sample DUP Event Checklist is provided at ISDUP.org.

7. **Work with ISDUP Regional Representative** (if applicable)

   - The company president will interact with a regional representative as geographical area warrants that collaboration.

   - The regional representative is assigned to several companies to provide support and training. Companies may utilize her assistance.
8. Leadership Management of Company Records
- Keep a copy of each year’s Membership Reports (Camp Rosters) and Company Membership Dues Summary Sheet as reference.
- The historian should keep the Company Historian Submission Log and the registrar the Registrar’s Tracking Sheet for the current DUP year. However, this is a resource often referred to and may need to be kept for several years running.
- Discard old, previously provided forms; use only current forms found at ISDUP.org.
- Discard previous year’s President Packet and any addendum; use only current materials found at ISDUP.org.
- Keep Company Meeting Minutes and Company Officer List as an archive – part of the company’s history.
- Keep financial records for two years then shred.

9. Use Only Current Forms and Reports Found at ISDUP.org
The company president is to be familiar with all current forms and reports; those accessed most often include:
- Camp Sponsor Evaluation Report
- Company Statistical Report
- Company Annual Financial Review
- Company Meeting Minutes
- Company Board Planning Guide
- Company Report/Form Routing
- District Convention Forms:
  - District Convention: Meeting Outline
  - District Convention: Information for Host Company
  - District Convention: Company President’s Update to Their Members
  - District Convention: Company Treasurer’s Update to Their Members
  - District Convention: Satellite Museum Treasurer’s Update
  - District Convention: Roll Call
  - District Convention: Projected Schedule
  - District Convention: DUP Company Event Checklist (optional)