Camp Secretary Responsibilities

Introduction
Responsibilities fulfilled by the camp secretary provide accurate records for current camp operations as well as historical archives through minutes, lists, and reports.

Summary of ISDUP Constitution and Bylaws

- Secretary shall keep a record of all camp meetings and a roll of all members (including inactive*) of the camp with their registration number and payment of dues. This roll should also include applicants; see Constitution - Article I, Section 2A.
- A Member-at-Large is not added to a camp roll until she affiliates with a camp.
- Secretary shall also keep the officer’s list current. It should be sent to the company recording secretary whenever there are elections or changes.
- Secretary shall prepare Annual Camp Statistical Report after the last meeting in May and forward it to the company recording secretary by June 15.
  *Inactive members stay on the roll until they have transferred to another camp.

Responsibilities

1. Maintain Lists of Camp Officers and Camp Members
   - Update and maintain Camp Officer List, Attendance Roll and a camp membership roster. Notify company recording secretary when changes occur on the Camp Officer List.
   - Submit the Record Change Form to ISDUP Membership showing changes for Members and Associates: change of address, name change, camp transfer, late dues/fees, and deaths. Send a copy to the company recording secretary.

2. Provide Communication For the Camp as Directed by the Camp Captain
   - Write letters and assist the camp captain as directed.
   - Maintain files—hard copy and/or digital—of letters received and their replies.
   - Notify Members and Associates of upcoming camp and/or company meetings.
   - Assist preparing and distributing invitations and programs as well as birthday, sympathy, and get-well cards, etc., as directed by the camp captain.

3. Take Minutes of Camp Meetings
   - Make minutes concise and brief; Camp Meeting Minutes form may be used. Occasionally minutes will be taken at board meetings; adapt use of form accordingly.
   - Utilize the lower section of the Camp Meeting Minutes form to ask and record answers which aid in preparing the Camp Annual Statistical Report.
   - Read minutes at subsequent camp meetings for corrections and approval.
   - Take roll at meetings and maintain the record of attendees.
   - Retain minutes as the foundation for your camp’s history.

4. Develop and Submit Membership Dues and Statistical Reports
   - Make a copy of the Membership Report (Camp Roster) and Associate Roster as a working copy before any changes are made.
   - Involve camp Members and Associates in needed corrections to their contact data and Legacy option shown on the Report and Roster. Research those unknown Daughters listed; moved, death, camp change, etc.; notate such.
• Update the *original* Report and Roster then collaborate with the camp treasurer. She will receive dues and fees, prepare one check made out to your company, prepare the Camp Membership Dues Summary Sheet then forward all to the company treasurer by October 15.
• Make a copy of the Membership Report (Camp Roster) and Associate Roster following updates that have been made before sending it to the camp treasurer.
• Prepare the Camp Semi-Annual Statistical Report (covering first half of DUP year, September through December) and forward a copy to the company recording secretary by January 15.
• Prepare the Camp Semi-Annual Statistical Report (covering second half of DUP year, January through May). The first half of the year report combined with the second half of the year report then becomes the Annual Statistical Report. Forward the completed original to the company recording secretary along with the updated Camp Officer List by June 15.

5. **Archive Important Camp Records**
   • Archive Camp Meeting Minutes, Camp Officer List, Camp Annual Statistical Report, and Camp Annual Financial Review. These become the permanent record/history of your camp.
   • Make copies before submitting.

6. **Perform Other Duties as Assigned by the Camp Captain**

7. **Use Only Current Forms and Information Found at ISDUP.org**
   - Camp Meeting Minutes
   - Camp Officer List
   - Camp Semi-Annual and Annual Statistical Report
   - Record Change Form
   - Camp Report/Form Routing

<table>
<thead>
<tr>
<th>Due</th>
<th>Report Form</th>
<th>Prepared By</th>
<th>Sent To &amp; Retained By</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Camp Semi-Annual Statistical Report (covering first half of DUP year September through December)</td>
<td>Camp Secretary</td>
<td>Company Recording Secretary</td>
</tr>
<tr>
<td>June 15</td>
<td>Camp Annual Financial Review</td>
<td>Camp Treasurer</td>
<td>Company Treasurer</td>
</tr>
<tr>
<td>June 15</td>
<td>Camp Semi-Annual Statistical Report (covering second half of DUP year, January through May), which becomes Camp Annual Statistical Report when combined. Include Camp Officer List</td>
<td>Camp Secretary</td>
<td>Company Recording Secretary</td>
</tr>
<tr>
<td>October 15</td>
<td>Membership Report <em>(Camp Roster)</em> and Dues, Camp Associate Roster and Fees, Camp Membership Dues Summary Sheet</td>
<td>Camp Secretary</td>
<td>Company Treasurer</td>
</tr>
</tbody>
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