Camp Captain Responsibilities

Introduction
Presiding as camp captain brings with it many opportunities to strengthen Daughters, foster growth, and provide leadership and training at the camp level. The purposes of DUP are amplified through the efforts of Daughters and Associates coming together within the camp, uplifting families and communities as Pioneers are honored.

Summary of ISDUP Bylaws
- The captain presides at and conduct all camp meetings where she shall present for consideration business of the camp and further the interests, activities and policies of the organization.
- She may call special meetings as necessary.
- After consultation with her executive committee, she may fill any vacancies that occur between the regular election cycle during even years. The captain appoints all camp committees.
- She is an ex-officio member of all committees except the nominating committee.
- At the conclusion of her term of office, she reviews with the camp the work accomplished during the preceding two years.
- She, with the consent of her executive committee, authorizes disbursement of all monies.
- She signs all correspondence pertaining to camp business.
- She and two others, not including the treasurer, review the treasurer’s financial records annually.
- The term of office is two years not to exceed three consecutive running periods.

Responsibilities
1. Organize Monthly Camp Meetings
   - With the assistance of the camp board, establish the date, time, and location of monthly camp meetings held September - May.
   - Engage and welcome all Members and Associates, encourage participation throughout.
   - Ensure that the Monthly Camp Meeting Agenda is followed:
     - Call to Order, Welcome
     - Thought and Prayer
     - Thought and Pledge
     - Song Daughters of Utah Pioneers, p. 158, or Salute to Our Utah Pioneers, p. 321
     - Minutes (read, corrected, approved)
     - Roll Call
     - Announcements and Business
     - Outreach Minute
     - Pioneer History
     - Artifacts Presentation
     - Pioneer Song
     - Lesson
     - Adjourn
   - Parliamentarian to be assigned by captain to keep track of time allotments and use.
   - If a camp holds an opening/closing/holiday event, it is recommended that the monthly Camp Meeting Outline be followed, including lesson, but all may be shortened.
2. Provide Leadership and Management to the Camp Board

- Utilize company president as a point-of-contact as duties are learned and questions arise.
- Appoint non-elected board members and all committees as needed. Delegate responsibilities as needed to board members. Below are the elected, appointed, and possible other positions:
- The captain appoints non-elected board members and all committees as needed. She delegates responsibilities as needed. Below are the elected positions, appointed positions and other approved positions:

<table>
<thead>
<tr>
<th>Elected Positions (Executive Committee)</th>
<th>Appointed Positions*</th>
<th>Possible Other Positions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>Lesson Leader</td>
<td>Outreach</td>
</tr>
<tr>
<td>1st Vice Captain</td>
<td>Parliamentarian</td>
<td>Legacy Reporter</td>
</tr>
<tr>
<td>2nd Vice Captain</td>
<td>Music Leader</td>
<td>Computer IT</td>
</tr>
<tr>
<td>Secretary</td>
<td>Chaplain</td>
<td>Scrapbook</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Artifacts</td>
<td>Accompanist</td>
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<tr>
<td>Registrar</td>
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<td></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-captains to meet needs of camp and utilize strengths of the camp board members.

- Train officers in performing their duties; assist when necessary; monitor as they carry them out.
- Mentor others to be future leaders in the camp.
- Conduct camp board meetings, frequency determined by captain.
  - Plan and prepare agenda.
  - Ensure board members are informed about meetings.
  - Preside at the camp board meetings.
  - Call for board reports specific to their responsibilities and on-going activities, i.e., account balances, new memberships, histories submitted, report preparation.
  - Collaborate with the camp board to develop goals, yearly calendar, and budget.
  - Vote to break a tie in board meetings.
- Ensure the timely preparation and submittal of all reports.
- Oversee the camp election process.
- Oversee and encourage outreach events
- Maintain file, paper or digital, of materials pertinent to the office; pass forward to successor.

3. Create Camp Budget, Oversee Financial Matters and Sign Reports

- Establish an annual budget and project long-term budget/goals.
- Insure camp captain, treasurer and an executive committee member are signers on the bank accounts. (All checks require two signatures and camps do not use credit or debit cards.)
- Refer to Camp Report/Form Routing chart.

4. Attend Meetings Sponsored by the Company

- Company leadership training seminar with all camp officers
- District or company convention
- Company Jubilee
5. **Use Only Current Forms and Information Found at ISDUP.org**

   As captain, be familiar with all reports and forms—these used most often:
   - Membership Report (Camp Roster)
   - Camp Semi and Annual Statistical Reports
   - Camp Annual Financial Review
   - Camp Meeting Minutes
   - Camp Board Meeting Agenda – Sample and Template
   - Camp Meeting Outline – Sample Template
   - Camp Meeting Planning Sheet/Sign Up Sheet
   - Camp Board Planning Guide
   - Camp Report/Form Routing
Checklist for Camp Captains

1. **Monthly Camp Meeting** (See attached: Monthly Camp Meeting Outline – Sample and Template)
   - The captain may distribute a calendar and sign-up sheet at the beginning of the year to help with planning and organizing camp meetings.
   - An example camp meeting planning sheet template is available to assist in camps.
     - Complete Yearly Camp Meeting Planning Sheet (see form at ISDUP.org)

   The captain is responsible for monthly camp meetings. Below are some reminders for the camp captain to ensure items are covered or delegated:
   - A reminder of the meeting has been sent.
   - The details of the meeting have been addressed including, but not limited to:
     - Location of monthly meeting and person hosting is confirmed
     - Lesson leader or another teacher is ready to present.
     - History has been assigned and presenter is ready.
     - Announcements are ready including any from the company and/or ISDUP.
     - If refreshments have been assigned, confirmation has been made.
   - Secretary is ready with:
     - Minutes, taking attendance, and gathering details for statistical report

2. **Camp Board Meeting** (See attached: Camp Board Meeting Agenda – Sample and Template)
   - Frequency for camp board meetings is up to the captain’s discretion; may meet monthly August-May to plan, discuss issues or needs, and find resolutions.
   - Provide a schedule of board meetings for the year.
   - Give notification guidance to secretary.
   - Provide each meeting’s agenda.
   - Minutes are to be read and approved, and then new taken.
   - Board members provide reports for their responsibilities; action items are to be followed up.

3. **Archive a Permanent Paper or Digital Copy of Camp Records to Assist Officers and Their Successors**
   - Minutes of camp meeting and camp board meetings
   - Financial records for two years
   - Each year’s Membership Report (Camp Roster) and Camp Membership Dues Summary Sheet for reference.
   - The historian should keep a copy of the Camp Historian Submission Log.
   - The registrar should keep a copy of the Camp Registrar’s Submission Log.
   - Discard old forms; use only current forms found at ISDUP.org.
Camp Meeting Outline  (Template)

Camp: _______________________________________

Date: _______________________________________

1. **Meeting Called to Order** by - Camp Captain (1 min.) _____________________________________

2. **Thought & Opening Prayer** - by chaplain (2 min.) _______________________________________

3. **Thought & Pledge** - by parliamentarian (2 min.) ________________________________________

4. **Song** - *Daughters of Utah Pioneers*, page 158, or *Salute to Our Utah Pioneers*, page 321 (3 min.)
   Conducted by: __________________________ CD or Acc. by: __________________________

5. **Minutes** - read by secretary (3 min.) Ask for approval as read: □ or with corrections: □

6. **Announcements and Business** - by captain (3-5 min.)
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

7. **Outreach Minute** - presented by (1 min.) ______________________________________________

8. **Pioneer/Locality/Camp History** - given by (10 - 15 min.) _________________________________

9. **Artifact or Museum Story** - presented by (3 min.) ___________________________________

10. **Song of the Month** (3 min.) _________________________________________________________

11. **Museum Business/Assignment** ______________________________________________________

12. **Lesson** - given by (20-25 min.) ______________________________________________________

13. **Adjourn** __________________________________________________________________________

After reading minutes, secretary asks the following to assist with Camp Annual Statistical Report:

- Silent Roll: Member: _______ Associate: _______ Visitor: _______
- Late dues submitted since last meeting for: __________________________
- Number attending company leadership training seminar (typically August): _________
- Number attending district/company convention (typically March - May): _________
- Number attending ISDUP Convention (typically October): _________
- Number of lesson books purchased since last meeting (Enduring Legacy, Chronicles of Courage, Pioneer Pathways, Museum Memories, and Tales of Triumph): _________
- Last month’s pioneer history submitted with title page to company historian: Yes _____ No_____  
- New member(s) since last meeting/membership certificate received: ________________
- Deaths since last meetings (name and death date): _________________________________
- Death notification submitted to ISDUP: Yes _____ No _____
- Company sponsor (if present): _____________________________________________________
Camp Board Meeting Agenda  (Sample)

Camp: __________________________________________

Date: __________________________________________

1. **Call to Order / Welcome** - by Camp Captain

2. **Minutes** - by Camp Secretary

3. **Finance Update** - by Camp Treasurer
   a. Checking account balance

4. **Announcements from Company and/or ISDUP**, if any - by Camp Captain
   a. Company Leadership Training Seminar
   b. ISDUP Calendar Items
   c. District Convention
   d. Jubilee
   e. Museum, Cabin, Cemetery Announcements/Assignments (if applicable)
   f. Sponsor Visit and Information

5. **Camp Business** - by Camp Captain
   a. Calendar and Goals
   b. Monthly Camp Meetings
      • Standing Date and Time Each Month; possibly opening/closing/holiday socials
      • Location(s)
      • Lesson
      • History
      • Artifact
      • Refreshment Assignments
   c. Membership/Associate Report, Dues/Fees, Statistical Report, Treasurer Report - deadlines
   d. Elections – camp elections in even numbered years; instructions come from Company
   e. Recruitment of New Members

6. **New Members** - by Camp Registrar

7. **New Histories Submitted** - by Camp Historian

8. **Outreach** - by Camp Outreach Leader

9. **Other Business** - by Camp Captain/Board Members

10. **Adjourn** - by Camp Captain
Camp Board Meeting Agenda  (Template)

Camp: ________________________________________

Date: _________________________________________

1. Call to Order / Welcome

2. Minutes

3. Finance Update

4. Announcements from Company and/or ISDUP, if any
   a. 
   b. 
   c. 
   d. 
   e. 
   f.

5. Camp Business
   a. 
   b. 
   c. 
   d. 
   e. 
   f.

6. New Members

7. New Histories Submitted

8. Outreach Minute

9. Other Business

10. Adjourn
Camp Monthly Meeting Planning Sheet/Sign Up Sheet (Suggested)
To Assist with Annual Planning

<table>
<thead>
<tr>
<th>Camp Name:</th>
<th>Date Each Month:</th>
<th>Time:</th>
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<tbody>
<tr>
<td><strong>Month</strong></td>
<td><strong>Date</strong></td>
<td><strong>Location/Host</strong></td>
</tr>
<tr>
<td>September</td>
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<td>May</td>
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*The Outreach Minute is a new item for the camp meetings. This agenda item is where a person in the camp will describe an experience where they provided awareness or shared information about pioneers. The camp captain or outreach leader will assign comp members to take only one minute and report outreach activity.