Company Purposes and Responsibilities

Purposes and Responsibilities of Company Boards
A company within the DUP organization provides structure and leadership, overseeing and bringing together one or more camps within a geographical area. Responsibilities include:

- Company Board Meetings
- Camp Leader Training
- ISDUP Leadership Training Seminar
- Company Leadership Training Seminar
- District Convention
- Jubilee
- ISDUP Convention
- Markers
- Satellite Museums
- Outreach - New
- Affiliation with Regional Representatives
- Affiliation with ISDUP Board
- Elections

Company Board Meetings

- The company board typically meets monthly from August through May, at the discretion of the president.
- The president determines agenda items to develop company goals, calendar, budget, critique recent events, and discuss any needs or concerns within camps. Reports are presented on responsibilities and follow-up regarding on-going event preparation from each board member, i.e., treasurer, membership, and historian. Located in this document, the Company Board Meeting Sample and Template may be used as a guide. The template is also available as a fillable PDF at ISDUP.org.

- Forms and information relating to the company board found at ISDUP.org include:
  - Company Officer List
  - Company Meeting Minutes
  - Company Board Meeting Sample and Template
  - Camp Sponsor Evaluation Report
  - Company Membership Dues Summary Sheet
  - Company Statistical Report
  - Company Annual Financial Review
  - Company Historian Submission Log
  - Registrar Tracking Report
  - Camp or Company History Title Page
  - Company Board Planning Guide
  - Company Report/Form Routing

Camp Leader Training

- Individually, company board members provide leadership through training and continual communication with camp counterparts. Keep in touch and mentor by sending reminders of upcoming report due dates, help navigating ISDUP.org., etc.
• Company board members are assigned as camp sponsors, typically attending camp meetings biannually to assess the health of the camp meetings and camp leadership. A Camp Sponsor Evaluation Report is then completed and submitted to the company president. At the discretion of the company president, counsel is given to the camp captain in resolving any concerns.
• In instances of a one camp company the camp board members serve in the same capacity on the company board.

**ISDUP Leadership Training Seminar**
• Company board members attend, where possible, the ISDUP Leadership Training Seminar, typically held each June. Company boards receive instruction on Constitution and Bylaws, new information, calendar items, new forms and reports, and guidance from ISDUP Board.
• Company board, in turn, is then responsible to disseminate that information to camp boards.

**Company Leadership Training Seminar**
• The company board prepares and conducts a company leadership training seminar, typically in August, but prior to the beginning of the DUP year (operational and fiscal).
• Membership Reports (Camp Rosters) are distributed to camp captains.
• Camp boards are taught their responsibilities and are given any new information from ISDUP:
  o Lesson titles and songs; availability and ordering instructions
  o Thoughts for chaplains and parliamentarians
  o ISDUP calendar
  o Reminders and updates concerning reports and their due dates
  o Instructions for elections
  o Navigating ISDUP.org

**District Convention**
• District conventions are held annually, typically March through May, as a business meeting for company boards to account to Daughters and Associates the financial, statistical, and activity data from the last DUP Year (Operational and Fiscal), and to announce future plans.
• District conventions may consist of one or more companies within a geographical area.
• District conventions are a means by which ISDUP representatives communicate with and provide training for company boards.
• Regional representatives may attend district conventions as the only ISDUP representative.
• During odd numbered years, district conventions provide the forum for the installation of newly elected company boards by an ISDUP representative.
• Some companies combine their district convention and Jubilee.
• The following guidelines are provided for district convention preparations:
  o District Convention: Meeting Outline
  o District Convention: Information for Host Company
  o DUP Company Event Checklist (optional)
• The following completed forms are to be given to the ISDUP representative at the district convention:
  o District Convention: President’s Update to Their Members
  o District Convention: Company Treasurer’s Update to Their Members
  o District Convention: Satellite Museum Treasurer’s Update (if applicable)
  o District Convention: Roll Call
  o District Convention: Projected Schedule
Jubilee

- Jubilee is a celebration!
- Company board sets the date and develops the program; a planning committee may be created.
- All camp Members and Associates should be invited.
- Jubilees may commemorate Brigham Young’s birthday, June 1, 1801. The celebration may include a guest speaker, musical numbers, recognition of Daughters or Associates, camp or company board members for outstanding service and/or individuals in the community, etc.
- Some companies combine their Jubilee with their district convention.

ISDUP Convention

- ISDUP Convention is held in September or October.
- Members, Members-at-Large, and Associates are invited to attend.
- During odd years—ISDUP Executive Committee election years—delegates from each company have the opportunity to vote for nominees, Constitution and Bylaws amendments, etc.

Markers

- A company or camp may establish or amend DUP markers through an application submitted to the ISDUP Board, found at ISDUP.org.
- Care given to markers by company board begins with monitoring to assess needed cleaning and/or repairs.

Satellite Museums (If Applicable)

- Company president appoints a satellite museum director and board when the company owns a museum, building, cabin, or an artifact collection.
- Responsibilities, including reports, of the satellite museum director and board are outlined in the Constitution and Bylaws.

Outreach - New

The company board provides outreach activities that help the community understand the purposes of Daughters of Utah Pioneers. An Outreach Minute is now part of the monthly camp meeting outline. A Daughter or Associate may share how she raised awareness of pioneers through a game played with family, a history shared, a rag doll created, a family recipe sampled, or butter hand-churned, etc. Find a two-page list of ideas list at ISDUP.org.

Affiliation of Company President with Regional Representative

Regional representatives are appointed members of the ISDUP Board and shall assist ISDUP Board at district conventions within their geographical area. They do not manage affairs of a company or camp, but act as a liaison to the ISDUP Board, informing them of any problems. They are available to assist companies and camps where needed.

Affiliation of Company Board with ISDUP Board

Company boards have counterparts serving on the ISDUP Board and with that, the assurance of understanding and support. (All of the ISDUP Board members are volunteers so please be patient if emails and messages take time.) Work together, collaborate, keep communication channels open, further the work of history preparation and preserving photos and artifacts. As leaders, support the Constitution and Bylaws and promote the organization’s integrity and positive purposes.
Elections

The elections process is under consideration and further information will be posted in the near future.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Reserve venue:</td>
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<td>Get keys to building:</td>
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<td>Establish a set-up time:</td>
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<tr>
<td>Recruit men to set up and take down chairs/tables:</td>
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<td>Assign someone to introduce ISDUP visitors:</td>
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<td>Assign classrooms for seminars:</td>
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<td>Label classrooms:</td>
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<td>Secure US flag:</td>
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<tr>
<td>Secure piano:</td>
<td></td>
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<td>Secure microphone and podium:</td>
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<tr>
<td>Establish Board arrival time:</td>
<td></td>
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<tr>
<td>Identify table sizes (round? oblong?):</td>
<td></td>
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<tr>
<td>Identify number of serving tables:</td>
<td></td>
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<tr>
<td>Identify number of display tables:</td>
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<tr>
<td>Secure tablecloths:</td>
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<td>Secure centerpieces:</td>
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<td>Put out salt and pepper:</td>
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<td>Create event theme:</td>
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<td>Estimate attendance:</td>
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<td>Prepare invitations:</td>
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<tr>
<td>Distribute invitations:</td>
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<td>Prepare printed programs (or words to songs):</td>
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<tr>
<td>Assign camp sponsors to remind captains:</td>
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<td>Identify door greeters:</td>
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<tr>
<td>Identify special musical number:</td>
<td></td>
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<td>Identify someone to buy thank you gifts:</td>
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<tr>
<td>Identify someone to present artifact:</td>
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<td>Identify someone to present special recognitions:</td>
<td></td>
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<tr>
<td>Identify someone to submit article to local paper or to Legacy:</td>
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<tr>
<td>Identify menu:</td>
<td></td>
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<tr>
<td>Assign camps’ part of the meal:</td>
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<tr>
<td>Identify someone to buy food:</td>
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<td>Identify someone to buy paper products:</td>
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<tr>
<td>Identify someone to bring ice:</td>
<td></td>
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<tr>
<td>Identify someone to secure water pitchers:</td>
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<tr>
<td>Identify someone to bring serving trays:</td>
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<tr>
<td>Assign a kitchen committee:</td>
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<tr>
<td>Determine need of special cookers or extension cords:</td>
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<tr>
<td>Other:</td>
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<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>Critique the event:</td>
<td></td>
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</tbody>
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Adapted from the Davis Heritage Company
### Company Officer Responsibilities At A Glance

Note: Please see the Company Instructions and Procedures in the President’s Packet for detailed information for each office. The information below is only a very brief overview.

**Company President**
1. Provide leadership and management of company board.
2. Provide management and management of company finances and other reports.
3. Provide management through implementing standards.
4. Provide leadership and management for company events.
5. Oversee museum and markers and provide leadership and management (if applicable).
6. Use only current ISDUP forms and information found at ISDUP.org.

**Company Vice-President(s)**
1. Provide leadership and management to activities and programs as directed by the company such as:
   a. Provide outreach activities.
   b. Send *Legacy* articles through company to ISDUP.
   c. Maintain camp scrapbook.
   d. Provide leadership to the museum (if applicable).
   e. Fulfill duties of other non-elected offices.
2. Provide leadership training to company board and camps as directed.
3. Perform other duties as assigned by the company president.
4. Use only current forms and information found at ISDUP.org.

**Company Treasurer**
1. Know essential dates and meet deadlines.
2. Assist in developing and maintaining the company budget as determined by the company president and executive committee.
3. Oversee the company DUP bank account with the company president.
4. Collect camp reports and develop company reports.
   - Membership Dues
   - Annual Financial Review
5. Know IRS and tax guidelines
   - If a company operates and museum, cabin or historical site
   - Contributions
   - Raffles
6. Provide leadership training to company board and camp treasurers as directed.
7. Perform other duties as assigned by the company president.
8. Use only current forms and information found at ISDUP.org.

**Company Recording Secretary**
1. Keep accurate records for the company.
2. Take minutes of company events.
3. Prepare lists of company officers and rolls of attendance at meetings.
4. Provide assistance for district conventions for company president as directed.
5. Prepare and submit the Company Statistical Report to ISDUP.
6. Provide leadership training to company board and camp secretaries as directed.
7. Perform other duties as assigned by the company president.
8. Use only current forms and information found at ISDUP.org.
## Company Officer Responsibilities At A Glance, Continued

### Company Corresponding Secretary
1. Notify company board and camps of meetings and events as directed by company president.
2. Maintain lists of company officers.
3. Provide correspondence for the company board.
4. Develop invitations and programs for company events as directed by company president.
5. Provide leadership training to company board and camp secretaries as directed.
6. Perform other duties as assigned by the company president.
7. Use only current forms and information found at ISDUP.org.

### Company Registrar
1. Assist camp registrars to facilitate the completion of membership applications.
2. Ensure the Certificate of Membership from ISDUP receives required company board signatures and then is forwarded to the camp registrar.
3. Maintain a record of all applications using the Registrar Tracking Sheet.
4. Provide leadership training to company board and camp registrars as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.

### Company Historian
1. Encourage that histories be written and maintain Company Historian Submission Log.
2. Ensure the pioneer history title page is completed with submissions.
3. Forward histories with title pages to ISDUP.
4. Provide leadership training to company board and camp historians as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.

### Company Lesson Leader
1. Assist camp lesson leaders in preparing lessons from the ISDUP lesson book.
2. Provide overall tips and information to camp lesson leaders about preparing and giving lessons.
3. Provide leadership training to company board and camp lesson leaders as directed.
4. Perform other duties as assigned by the company president.
5. Use only current forms and information found at ISDUP.org.

### Company Parliamentarian
1. Offer thoughts then lead the Pledge of Allegiance at company meetings and events.
2. Serve as an advisor ensuring that proper flag procedures are followed within camps.
3. Understand the basic rules of parliamentary procedure.
4. Provide leadership training to company board and camp parliamentarians as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.

### Company Music Leader
1. Prepare to lead the music at the monthly meeting by listening to the CD, making copies of the music and arranging for CD or other accompaniment as directed by president.
2. Read the background information about the song provided by ISDUP and be prepared to provide an overview of the song at the monthly meeting as directed by president.
3. Lead the music at company board meetings and other company events.
4. Provide leadership training to company board and camp music leaders as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.
## Company Officer Responsibilities, Continued

### Company Chaplain
1. Ensure camp chaplains have the ISDUP thoughts for camp meetings.
2. Offer thought and prayer at company board meetings and other company events.
3. Provide leadership training to company board and camp chaplains as directed.
4. Perform other duties as assigned by the company president,
5. Use only current forms and information found at ISDUP.org.

### Company Artifact Leader (Note: ISDUP no longer provides annual Stories from the Museum to be used for artifact presentation materials.)
1. Ensure camp artifact leaders understand the purpose of and resources available in providing the artifact at DUP meetings.
2. Provide information regarding resources available to provide the artifact such as personal items, items from local museum or area, ISDUP Artifact book or ISDUP Sampler from the Pioneer Memorial Museum book.
3. Obtain artifact information from local DUP museum and organize for presentation in camp meetings.
4. Provide artifact at company events as directed by the company president.
5. Provide leadership and training to company board and camp artifact leaders as directed.
6. Perform other duties as assigned by the company president.
7. Use only current forms and information found at ISDUP.org

### Company Outreach
1. Provide leadership and training regarding the camp Outreach Minute which is given in each monthly meeting.
2. Engage with the community by representing and honoring the pioneer era to increase the awareness, understanding and appreciation for the lives of pioneers.
3. Organize presentations for schools.
4. Utilize social media.
5. Provide leadership training to company board and camp outreach leaders as directed.
6. Perform other duties as assigned by the company president.
7. Use only current forms and information found at ISDUP.org.

### Company Legacy Reporter
1. Know the purpose Legacy and understand Legacy article submitter process and guidelines.
2. Provide encouragement and assistance for the writing and submittal of articles at the camp and company level.
3. Review all articles being submitted to the Legacy with the company board.
4. Provide leadership training to company board and camp Legacy Reporters as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.

### Company Scrapbook
1. Take photos at events, keep programs, collect applicable newspaper articles, update company scrapbook, etc.
2. Consider digitizing old scrapbooks and going forward in that format.
3. Provide leadership training to company board and camp Scrapbook officer as directed.
4. Perform other duties as assigned by the company president.
5. Use only current forms and information found at ISDUP.org.
## Company Officer Responsibilities, Continued

### Company Information Technology (IT)
1. Establish and maintain company website (optional).
2. Assist with any database needs in the company.
3. Provide other IT help for the company and camps.
4. Provide leadership training to company board and camps as directed.
5. Perform other duties as assigned by the company president.
5. Use only current forms and information found at ISDUP.org.

### Company Accompanist
1. Prepare to provide accompaniment for the music at company board meetings and other events as directed by president.
2. Provide leadership training to company board and camp accompanists as directed.
3. Perform other duties as assigned by the company president.
4. Use only current forms and information found at ISDUP.org.

### Company Satellite Museum Director and Museum Board
1. Museum Director - Provide leadership for meetings of the museum board and determine priorities, budgets and projects under the direction of the company president
2. Museum Board - Make decisions about the day-to-day operation and monitor applications of decisions carried out by the museum director and museum staff
3. Accession, list, preserve, and display artifacts and pictures in such places and manner as is consistent with the ISDUP Museum Mission Statement found in *Constitution and Bylaws*.
4. Provide leadership training to company board and camps as directed.
5. Perform other duties as assigned by the company president.
6. Use only current forms and information found at ISDUP.org.