

DUTIES OF STATE OFFICERS

STATE PRESIDENT

The state president presides at all meetings, attends state, and if possible, regional and national conferences. The state president is responsible for planning all state meetings; i.e. state conference and the summer meeting/workshop. The state president updates and prints the T.S.C.A.R. C.A.R. Yearbook and Directory. He/she also responds to all invitations and if unable to accept, secures a substitute from among the state officers, state chairmen or seniors.

The president should follow the state president's guidelines as set forth by N.S.C.A.R. He/she should try to visit each active local society by the state president or his/her designate at least once a year.

SENIOR STATE PRESIDENT

The senior state president should assist the state president in all the above activities. This officer calls all state meetings to order and preside at meetings of the senior state board.

It is usually customary for the DAR State Regent to appoint the senior state president as the State DAR Chairman of C.A.R. In this capacity, the senior state president of T.S.C.A.R. also serves on the State DAR Board. This chairman is responsible for assembling material to be included in the packet sent out by the state to all chapter DAR Regents.

STATE FIRST VICE-PRESIDENT

The state first vice-president serves as editor of the state newsletter, "The Liberty Bell". This officer assumes the duties of the state president at any time the state president is unable to perform in that capacity.

SENIOR STATE FIRST VICE-PRESIDENT

The senior state first vice-president assumes the responsibility for the printing, editing, compiling, updating of mailing list, and distribution of newsletter. This officer keeps an accounting of expenses for the paper to submit to the senior state treasurer.

STATE SECOND VICE-PRESIDENT

The state second vice-president serves as General Awards Chairman. All committee chairmen submit the contest winners to this officer. This officer presents the awards at state conference and determines the manner in which the contests are judged as well

as the manner in which awards are presented.

SENIOR STATE SECOND VICE-PRESIDENT

The senior state second vice-president consults with and approves all awards made by the state second vice-president. This officer should send a letter in January to each committee chair of state committees reminding them of the contests which they are to judge and the manner in which the judging will take place.

The senior state second vice-president sees that all ribbons, plaques and other awards are provided for state conference awards night.

STATE CHAPLAIN

The state chaplain offers the prayers at the beginning and close of all state meetings and conferences. This officer also sends cards to C.A.R. families as directed by the state president.

The state chaplain prepares a memorial service for the opening session of state conference if the state society has lost a member or senior by death during the preceding year. The memorial service should include a white candle and a single white flower for each deceased member or senior.

SENIOR STATE CHAPLAIN

The senior state chaplain assists the state chaplain with the preparation of the memorial service. This officer approves the memorial service, devotionals, and prayers before the beginning of the meeting in question.

STATE RECORDING SECRETARY

The state recording secretary records all action taken and issues discussed during state board meetings and at state conference. A bound folder should be kept with a typed copy of these proceedings always to be passed to the newly elected state recording secretary. Minutes of the previous year's meeting should be read by this Officer at the following Conference or Board meeting. A copy of the minutes should be sent to the state president and senior state president as soon as possible following the close of any meeting.

SENIOR STATE RECORDING SECRETARY

The senior state recording secretary takes notes at all official meetings to compare with and fill in the notes taken by the state recording secretary. This officer should type the minutes if the state recording secretary is unable to do so.

This officer also records all action taken and issues discussed during senior state board meetings. A bound folder should be kept with a typed copy of these minutes always to be passed to the newly elected senior state recording secretary.

STATE ORGANIZING SECRETARY

The state organizing secretary encourages the organization of new societies in the state. Guidelines found in the N.S.C.A.R handbook are to be followed. This officer should visit with any group interested in organizing and guide them in the proper procedure.

SENIOR STATE ORGANIZING SECRETARY

The senior state organizing secretary accompanies the state organizing secretary on any visits with prospective members. This officer offers assistance whenever possible and includes helping the new society fill out the application papers.

STATE CORRESPONDING SECRETARY

The state corresponding secretary replies to any correspondence received by the state organization. This officer reads any correspondence received for the state conference at a time designated during state conference by the state president.

SENIOR STATE CORRESPONDING SECRETARY

The senior state corresponding secretary assists the state corresponding secretary with correspondence.

STATE TREASURER

The state treasurer reports at state conference using information furnished by the senior state treasurer. This officer assists the senior state treasurer in any way possible and hands out copies of the state treasurer's report at state conference.

This officer does not keep the official treasurer's books.

SENIOR STATE TREASURER

The senior state treasurer keeps a detailed account of money received by the state society and the expenditures made by the state society. All expenditures should be approved by the senior state president with the exception of routine payment of N.S.C.A.R. obligations. A treasurer's report should be distributed to all members and seniors attending state conference.

STATE REGISTRAR

The state registrar keeps an updated file of members of the state society. This officer also sends a note of welcome to all new members of the state society.

This officer assists at the summer meeting with name tags.

The state registrar sees that all persons attending state conference are properly registered and have paid the proper fees. This officer is present at the registration table at all times during registration periods at state conference.

SENIOR STATE REGISTRAR

The senior state registrar keeps the actual database and ensures that the mailing list is up-to-date. When a member has reached his/her 22d birthday, this officer removes the member from the database.

All materials for registration are provided by this officer including registration cards, banquet tickets, tour tickets, white ribbons imprinted with "Page", red ribbons imprinted with "Member", blue ribbons imprinted with "Voter", green ribbons imprinted with "Senior" and yellow ribbons imprinted with "Guest". This may be coordinated with the Senior State Second Vice-President.

This officer assists the state registrar with the reports to be given at state conference.

STATE HISTORIAN

The state historian keeps a state scrapbook of material sent by local societies. The scrapbook is to be completed for each state conference. This scrapbook is given to the state president at the annual state conference.

Local societies submit their scrapbooks to the state historian at state conference for judging. The books will be displayed in a prominent place during state conference.

SENIOR STATE HISTORIAN

The senior state historian assists and encourages the state historian in preparing the state scrapbook. This officer assists in providing the scrapbook and materials for the historian.

STATE LIBRARIAN-CURATOR

The state librarian-curator secures donations to the C.A.R. Museum. This officer should be aware of the needs of the museum and promote this to the members. This officer

also promotes the funds designated by N.S.C.A.R. for the museum.

SENIOR STATE LIBRARIAN-CURATOR

The senior state librarian-curator assists the state librarian-curator in learning about the needs of the C.A.R. Museum and Major Museum Benefactor Fund, the Library Fund pin, and any other pins or funds pertaining to the museum and library.

STATE CHAIRMEN FOR NATIONAL COMMITTEES

The state chairmen promote interest in their respective committees. Any information which would aid local societies in planning programs on their categories should be forwarded to the local society senior president by the state chairmen.

The state chairman judges all entries submitted to his/her committee. Entries must be received by the deadline specified by T.S.C.A.R. to be considered.

SENIOR STATE CHAIRMEN FOR NATIONAL COMMITTEES

The senior state chairmen assist their respective committee chairmen in all their duties listed above. The senior chairmen should be certain that the proper order and time element are followed for contest entries and assist their state chairmen in contest judging.