National Society of the

Sons of Utah Pioneers

Chapter Officers Suggested Job Descriptions

Chapter President

- Oversees chapter operations.
- Primary signatory on checks issued from Chapter bank account (two signatures required).
- Presides and conducts monthly membership meetings and monthly Chapter Board meetings.
- Appoints chapter members to Chapter Board positions and delegates responsibilities to Board Members for chapter activities.
- Attends the National Chapter President Council meeting.
- Attends annual Area Council Training Meetings with members of the Chapter Board.
- Works with Chapter Treasurer, President-elect and Past President in preparing annual budget.

Chapter President-elect

- Presides and conducts at Chapter meetings when the President is absent.
- Attends the National Chapter President Council meeting.
- Attends annual Area Council Training Meeting with members of the Chapter Board.
- Accepts and carries out delegated responsibilities from the Chapter President.

Chapter Past President

- Provides continuity to the Chapter by continuing to serve on the Chapter Board for one year.
- Assists and advises the Chapter President.
- Seeks candidates for President-elect and Chapter Board, and conducts annual elections in the Chapter.

Secretary or Executive Secretary

- Assists in preparation of agendas for the Chapter Board Meeting.
- Keeps minutes for the Chapter Board Meetings and disseminates via email or hard copy to members of the board.
- Optionally, takes minutes during Chapter Membership Meetings and distributes those to all chapter members.
- Maintains accurate address, telephone number and e-mail lists of chapter members.
- Accepts and carries out other assignments from the Chapter President.
- Prepares a directory of members.

Treasurer

- Takes responsibility for overseeing Chapter finances and safeguards Chapter funds.
- Prepares and tracks annual dues notices.
- Receives chapter dues, National dues and Life Membership fees.
- Deposits revenues into chapter bank account.
- Prepares checks for chapter expenditures.
- Remits National dues, fees and contributions to SUP Headquarters each month.
- Assists the President in preparing the annual budget.
- Prepares monthly financial statements for Chapter Board review.
- Reconciles chapter bank account.
- Prepares chapter records for annual audit by President and selected board members.

SUGGESTED BOARD MEMBER ASSIGNMENTS
and Optional Job Descriptions

Monthly Program Chairman

- Makes recommendations to the Chapter Board for future speakers and musical numbers.
- Contacts and schedules approved speakers and musical numbers.
- Makes arrangements for any special equipment or facilities for speakers and entertainment.
- Confirms dates and times with speakers and musical numbers.
- Obtains any thank you certificates or awards for the performers.
- Sends appreciation letters to all presenters and performers after the event.
- Assists in any other program needs as directed by the Chapter Board, e.g. member pioneer vignette, printed programs, etc.

Membership Chairman

- Encourages and leads Chapter in recruitment of new members.
- Greets new and potential members at Chapter meetings, introduces them to leaders and members, and coordinates fellowshipping.
- Provides potential and new members with membership forms and informs them about Life Memberships and other S.U.P. programs.
- Encourages Life Members to submit personal histories.
- Works with the Secretary to keep an updated address list of members.
- With another chapter member, visits members who do not renew their annual dues.
- Maintains a roster of inactive former members and periodically invites them to rejoin.

Communications and Publicity Chairman

- Establishes working relationship with local newspaper editors, radio stations and other media to advertise chapter and national activities.
- Prepares articles and press releases to local newspapers for upcoming and past events.
- Works with local government leaders and organizations to assist in projects.

Newsletter Editor

- Compiles and produces a monthly newsletter for the Chapter members.
- Distributes the newsletter through the mail, email or at meetings to assure all members receive it.
- Submits chapter news to the Trail Marker editors.

***Pioneer* Magazine Chairman**

- Responsible to promote subscriptions to the Pioneer Magazine (Goal: An average of one gift subscription for every chapter member).
- Prepares a gift subscription for each: 1) guest speaker, 2) the widow of each deceased chapter member, and 3) the parents of each youth scholarship or essay winner, etc.
- Publicizes SUP website address (www.sonsofutahpioneers.org) and its contents.

TrailMarker Chairman

- Accesses the SUP website to obtain the ***TrailMarker*** each month. (Posted near the 10th of each month)
- Forwards the ***TrailMarker*** by email to chapter members wherever possible.
- Presents information from the ***TrailMarker*** to Board Members in monthly meetings.
- Submits chapter news and photos to the National ***TrailMarker*** Chapter News Editor by the first of each month. This may be in the form of the Chapter newsletter.

Tomorrow's Pioneers or Scholarships Chairman

- Where allowed by favorable policies, works with elementary, middle school and/or high school leaders and teachers to develop an Essay Programs to encourage and reward writing of pioneer stories and histories.
- Establishes criteria for judging all contests and recognizing winners. Determines when, where and how to recognize the winners, and coordinates with the Publicity Chairman to assure that the students and the S.U.P. receive recognition in the community for the Essay programs.
- If the chapter elects to participate in the Scholarship Program, arranges with high school administrators and/or seminary leaders to encourage senior students who have overcome personal obstacles to apply for the S.U.P. Tomorrow's Pioneer College scholarships.

Monuments Chairman

- Suggests markers or monuments that could be placed in local areas.
- Coordinates monuments and marker development, and acts to assure historical accuracy of the dates, names and places represented by the monuments and markers.
- Coordinates all projects with the National Monuments Director.
- Chairs a committee to design the monument, raise the finances, and supervise the work of members in building the monument.
- Arranges for monument dedication under the direction of the Chapter President.
- Submits pictures, write-ups, and GPS coordinates of the location of the monument to the National Monuments Director.
- Visits and assesses the condition of existing monuments in the Chapter's geographical area, and informs the Chapter Board of needed maintenance and repairs. Coordinates maintenance and repairs on Monuments and Markers.

Treks Chairman

- Plan treks (tours) of historic sites and other interesting destinations to provide opportunities for learning and for social interaction between members.
- Tailor treks according to needs and interests of members, i.e., one-day treks or multi-day.
- Determine sites, travel times, transportation, costs, meals, entrance fees, etc.
- Encourage members, prospective members, friends and families to participate in treks.

Pioneer Heritage or Memorialization Chairman

- Help chapter members gain a greater appreciation of their pioneer heritage and teach ways to share that heritage with others.
- Pioneer Stories: Encourage all members to submit their inspirational pioneer stories online so others can read them.
- Encourages member participation in the National Memorialization Program whereby names can be placed on the memorial plaques at the National Headquarters building.
- Encourage members to purchase the annual medallion commemorating important events in pioneer history.
- Encourage participation in the Annual Historical Symposiums.
- Encourage use of the SUP Pioneer Library located at the National Headquarters building.
- Encourage participation as volunteers to work at the SUP Library.

Historian

- Files Chapter newsletters and pictures of chapter activities.
- Keeps a scrapbook, pictures, etc. for the chapter members to view.
- Prepares a written summary of activities for the year and sends a copy to the National Office.

NOTES

1. Several of these job assignments can be combined and assigned to one or more members on the chapter board. For example, ***Secretary*** *and* ***Treasurer*** *might be the same person, or* ***Pioneer Magazine*** *and* ***TrailMarker*** *could be combined.*

2. The individual job tasks for each job description can be varied and assigned as needed.

3. These job descriptions are suggestions only.

4. Chapters are at liberty to create committees and positions on the board which will support their objectives.