

# Camp Secretary Responsibilities



## Introduction

The Camp Secretary provides accurate records for current Camp operations as well as historical archives through minutes, lists, and reports. She facilitates correspondence and communication from the Camp Captain to the Company President, Camp Board, Members, Associates, etc.

## Summary of ISDUP Constitution and Bylaws

- Take and present for approval minutes of all Camp meetings.
- Keep a Camp attendance roll and update the Camp Roster.
- Maintain a Camp Officer list.
- Prepare an annual statistical report and forward to the Company Secretary by due date.
- Archive a copy of annual Camp minutes, rolls, rosters, and reports.

## Responsibilities

### 1. Record

- Maintain for the DUP year (operational and fiscal) the Attendance Roll, the Camp Roster, and the Camp Officer List. Notify the Company Secretary when changes occur on the Camp Officer List.
- Submit the Record Change Form to ISDUP Membership Department showing changes for Members and Associates: change of address, name change, camp transfer, *Legacy* option, late dues, and deaths (with obituary). Send a copy to the Company Secretary.

### 2. Minutes

- Take minutes of Camp Board Meetings.
  - Record concise and brief minutes of discussions, decisions, motions made, voting, and progression of ongoing items.
  - Adapt the Camp Meeting Minutes form for Camp Board meetings.
- Take minutes at Camp Meetings using the Camp Meeting Minutes form.
  - Record concise and brief minutes. Record only the names of the Pioneer or Locality History and the Lesson.
  - Utilize the lower section of the Camp Meeting Minutes form to record details which aid in preparing the Camp Annual Statistical Report.
  - Read minutes at subsequent Camp meetings for corrections and approval.
- Retain minutes indefinitely as the foundation of the Camp's history.

### 3. Reports

- Camp Roster and Dues Process
  - Make a copy of the Camp 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 Camp Roster. Research and report those unknown Members listed: moved, death, camp change, etc.
  - Update the Camp Roster, make a copy for Camp records, then collaborate with the Camp Treasurer. The Treasurer will receive dues, recheck the math, prepare **one** check made out to the Company (ISDUP requires two signatures), prepare the Camp Membership Dues Summary Sheet, and then forward all to the Company Treasurer by October 15.

- Camp Annual Statistical Report
  - Prepare the Camp Annual Statistical Report using information recorded on the Camp Meeting Minutes forms. Forward to the Company Secretary along with the updated Camp Officer List by June 15.

**4. Archive**

- Archive annually into one file folder the following which then becomes the permanent record/history of your Camp covering the DUP year (operational and fiscal): Camp Meeting Minutes, Camp Officer List, Camp Annual Statistical Report, Camp Annual Financial Review, Satellite Museum Annual Financial Review (if applicable), Camp Membership Dues Summary Sheet, Camp Roster.
- Discard old blank DUP forms, reports, etc. The latest versions are found at: ISDUP.org → Forms tab and can be printed when needed.
- Pass on to your successor materials that have been sorted and organized.

**5. Communication**

- Assist the Camp Captain by:
  - Notifying Members and Associates of Camp, Company, or International meetings.
  - Preparing and distributing agendas.
  - Preparing programs, letters, emails, or documents.
  - Maintaining files—hard copy and/or digital—of letters received and their replies.
  - Preparing birthday, sympathy, get-well cards, etc.
- The communication channel for answers to any questions is from the Camp Secretary to the Company Secretary.

**6. Resources Found at ISDUP.org**

- Camp Meeting Minutes
- Camp Officer List
- Camp Annual Statistical Report
- Record Change Form
- Camp and Company Reports and Routing
- Attendance Roll

**Camp Secretary and Treasurer Deadlines at a Glance**

Due	Report Form	Prepared By	Sent To & Retained By
June 15	Camp Annual Financial Review	Camp Treasurer	Company Treasurer
June 15	Camp Annual Statistical Report	Camp Secretary	Company Secretary
June 15	Camp Officer List	Camp Secretary	Company Secretary
October 15	Camp Membership Dues Summary Sheet, Camp Roster and Dues	Camp Secretary Camp Treasurer <i>(collaborate)</i>	Company Treasurer