

Company and Company Board Purposes and Responsibilities



Purposes and Responsibilities

A Company within the DUP organization provides structure and leadership, overseeing and bringing together one or more Camps within a geographical area.

Company Board Meetings

- The Company Board typically meets monthly from August through May at the discretion of the Company President.
- The Company President determines agenda items to develop Company goals, calendar, budget, critique recent events, and discuss any needs or concerns within Camps. Reports are given on responsibilities, i.e., Treasurer, Historian, membership items, and follow-up regarding on-going event preparation from each Board Member. Located in this document, the Company Board Meeting Agenda sample may be used as a guide.
- Forms and information relating to the Company Board are found at ISDUP.org.

Camp Leader Training

- Company Officers provide training and continual communication with Camp Officer counterparts, send reminders of upcoming report due dates, and help navigate ISDUP.org, etc.
- Company Officers are assigned as Company Sponsors, attending Camp meetings biannually to assess the health of the Camp meetings and Camp leadership. A Company Sponsor's Camp Meeting 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 the instance of a One-Camp Company, the Camp Officers serve in the same capacity on the Company Board.

ISDUP Seminar/Convention

- Company Officers, where possible, attend the ISDUP Seminar typically held each June, and there receive instructions and updates on ISDUP *Constitution and Bylaws*, policies, guidelines, forms, and reports as well as upcoming calendar items and other pertinent information.
- Company Officers, in turn, are then responsible for disseminating that information to Camp Officers. This training generally takes place at the annual Company Leadership Training Seminar, typically held in August, but prior to the beginning of September Camp meetings.
- Members and Associates are invited to attend the ISDUP Convention which is held in tandem with the ISDUP Seminar. Along with a provided program, this meeting facilitates a forum for ISDUP to report to its Members the financial, statistical, and activity data from the last completed DUP year (operational and fiscal).

Company Leadership Training Seminar

- The Company Board prepares and conducts an annual Company Leadership Training Seminar for Camp Officers, typically in August, but prior to the beginning of September Camp meetings. The Company Leadership Training Seminar and Jubilee may be combined.
- Camp Officers are taught their responsibilities and are instructed on tools available at ISDUP.org.
 - Lessons and photos for the lessons
 - Music for monthly meetings
 - Thoughts for Chaplains and quotes for Parliamentarians
 - ISDUP calendar

- Reminders and updates concerning reports and their due dates
- Election instructions

District Convention

- District Conventions are held every other year and an ISDUP representative attends.
- All Members and Associates are invited to attend. The primary purpose of this meeting is for Company Officers to give an accounting to the Members the financial, statistical, and activity data from the last completed 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 and Camp Boards. A representative from the ISDUP Board attends the District Convention, conducts training for the Company and Camp Boards (typically held one hour prior to the General Meeting), provides information and guidance from ISDUP, and speaks in the General Meeting.
- When a District Convention is held in the year Company elections take place (odd-numbered years), it provides a forum for the installation of newly elected Company Officers by the visiting ISDUP representative.
- If a District Convention is not scheduled in the year Company elections take place, newly elected Company officers may be installed by the Company Parliamentarian.
- The District Convention and Jubilee may be combined. However, in this instance all District Convention elements outlined by ISDUP are to be followed and the ISDUP representative visiting during this every-other-year rotation is the main speaker in the general meeting.
- The following forms are provided for District Convention preparations:
 - Meeting Outline
 - Information for Host Company
 - DUP Company Event Checklist (optional)
- The following reports are required to be given at the District Convention:
 - President's Update (give the completed report to the ISDUP representative)
 - Treasurer's Update*
 - Satellite Museum Treasurer's Update, if applicable*
 - Roll Call*

*These reports are also presented at the District Convention but are not sent back to ISDUP. Retain with Company records.

Non-District Convention Years (every other year)

- On years when a District Convention is not held, Company Officers are to provide an accounting to the Members the financial, statistical, and activity data from the last completed DUP year (operational and fiscal) and to announce future plans at either the Jubilee or the annual Company Leadership Training Seminar.
- The Company may choose to do an event with just their Company or may join with other Companies in their district.
- The following reports are required to be given at either the Jubilee or the annual Company Leadership Training Seminar and should be retained with Company records:
 - President's Update (send the completed report directly to the ISDUP Convention Chair).
 - Treasurer's Update. *
 - Satellite Museum Treasurer's Update, if applicable. *

*These reports are also presented at the District Convention but are not sent back to ISDUP. Retain with Company records.

Jubilee (every year)

- Jubilee is a celebration!
- Jubilee commemorates Brigham Young's birthday, June 1, 1801, but may be held anytime during the year. Consider celebrating individual accomplishments of Members and Associates, the Camps, Company, or community partners, etc. Community leaders may be included.
- All Members and Associates within the Company should be invited.
- The Company Board sets the date and develops the program; a planning committee may be created. It should be held annually. It may be a singular event or may be combined with the annual Company Leadership Training Seminar or the District Convention. If combined with the District Convention, elements outlined by ISDUP are to be followed and the ISDUP representative visiting during the every-other-year rotation is the main speaker in the general meeting.
- On years when a District Convention is not held, the Company Officers should use either the Jubilee or the annual Company Leadership Training Seminar to give the required financial, statistical, and activity data from the last DUP year (operational and fiscal) reports. This is outlined in the section above.
- Jubilee ideas found at: ISDUP.org → Leadership tab → Company Officer Information → Jubilee and Pioneer Day Ideas.

Markers

- A Company or Camp may establish or amend DUP markers through an application submitted to ISDUP. Information about markers including the application is located at ISDUP.org → Home tab → Markers.
- Care of established markers is the responsibility of the Company.

Satellite Museums (if applicable)

- Company President appoints a Satellite Museum Director and Board (as needed) as approved by the Company Executive Board when the Company owns or has responsibility for a museum, building, cabin, or an artifact collection.
- Responsibilities, including reports, of the Satellite Museum Director and Board are found at: ISDUP.org → Leadership tab → Company Officer Information → Museum Director and Museum Board. See also the Satellite Museums Policies and Guidelines found at: ISDUP.org → Museum → Satellite Museums → Satellite Museum Policies and Guidelines.

Outreach

The Company Board provides outreach activities that help the community understand the purposes of Daughters of Utah Pioneers. Find a list of ideas at ISDUP.org → Home tab or ISDUP.org → Leadership → Camp/Company Officer Information → Outreach → Pages 2-3.

Affiliation of Company President with Regional Representative

Regional Representatives are appointed by the ISDUP Executive Board as needed and are adjunct members of the ISDUP Board. They shall assist ISDUP Board at District Conventions within their geographical area. They do not manage the 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 Officers have counterpart Officers serving on the ISDUP Board and with that, the assurance of understanding and support. Work together, collaborate, and keep communication channels open. As leaders, support the ISDUP *Constitution and Bylaws* and promote the Organization’s integrity and positive purposes. All ISDUP Board Members are volunteers and not in the office every day of the week, so please be patient in getting answers to your question.

Elections

The Company elections process may be found at: ISDUP.org → Leadership tab → Company Officer Information → Company Elections-Policy and Procedures. Company elections occur every two years (during odd numbered years).

Company Officers

Appoint non-elected Board Members and all committees as needed. Appointed positions have no term limits.

Elected Board*	Appointed Positions**	Other Possible Positions**
President	Chaplain	Outreach Leader
1 st Vice-President	Parliamentarian	Museum Director (<i>if applicable</i>)
2 nd Vice-President	Music Leader	Artifact Leader
Secretary	Lesson Leader	Accompanist
Treasurer		<i>Legacy</i> Reporter
Registrar		Computer Specialist
Historian		Scrapbook

*The Company Executive Board consists of these elected officers.

**Appointed and other possible positions may be combined and/or assigned to the 1st and 2nd Vice-Presidents.

Forms and Information Relating to the Company Board

Below is a list of forms and information used most often by the Company Board. Additional forms and documents are used by Camps and Company Board members also utilize these in Camp Officers. They are listed on the Camp and Camp Board Purposes and Responsibilities document found at: ISDUP.org → Leadership tab → Camps Officer Information → Camp and Camp Board Purposes and Responsibilities.

General Company Information

- Company Board Planning Guide
- Company Board Meeting Agenda Sample
- Company Sponsor’s Camp Meeting Evaluation Report
- District Conventions

Company Elections

- Company Elections-Policy and Procedures (*Flowchart, Sample Ballot, Company Election Information*)

History Forms

- Company Historian Submission Log

Membership Application/Registrar Forms

- Company Registrar Tracking Sheet

Membership Dues

- Company Membership Dues Instructions
- Company Membership Dues Summary Sheet
- Dues Chart Easy Calculator

Secretary Forms

- Company Meeting Minutes (handwritten or fillable options)
- Company Annual Statistical Report
- Camp and Company Reports and Routing
- Company Officer List (for company use only)

Treasurer Forms

- Company Annual Financial Review
- Satellite Museum Annual Financial Review
- Camp and Company Reports and Routing

District Conventions District Convention: Meeting Outline

- District Convention: Information for Host Company
- District Convention: Company President's Update
- District Convention: Company Treasurer's Update
- District Convention: Satellite Museum Treasurer's Update
- District Convention: Roll Call

Camp and Company Status Policy

- Instructions for Establishing a New DUP Camp
- Instructions for Dividing a DUP Camp
- Instructions for Combining a Camp
- Instructions for Disbanding a Camp
- Instructions for Establishing a New DUP Company

Materials and Information Needed Annually for Company

The Company Officers will work with the Camp Officers to obtain the following information annually:

- List of songs and audio files (ISDUP.org → Leadership tab → Music)
- Lesson book (ISDUP.org → Shop → Order Form or obtain in person at the Pioneer Memorial Museum)
- List of lessons and accompanying photos (ISDUP.org → Leadership tab → Lessons)
- Parliamentary Quotes (ISDUP.org → Leadership tab → Parliamentary Quotes)
- Chaplain Thoughts (ISDUP.org → Leadership tab → Chaplain Thoughts)

Company Board Meeting Agenda - Sample



Company: _____

Date: _____

1. **Call to Order** - Company President
2. **Minutes** - Company Secretary
3. **Finance Update** - Company Treasurer
 - a. Checking Account Balance
 - b. Budget Items
 - c. Company Annual Financial Review (end of DUP year)
 - d. Satellite Museum Annual Financial Review (if applicable)
4. **Announcements** - Company President
 - a. Company and ISDUP Items
 - b. District Convention
 - c. ISDUP Seminar/Convention
 - d. Museum, cabin, cemetery, and marker announcements/assignments (if applicable)
5. **Company Business** - Company President
 - a. Calendar and Goals
 - b. District Convention
 - c. Jubilee
 - d. Elections
 - e. Recruitment of new Members and Associates – Ten Year Initiative
 - f. Company Sponsor Visits of Camps
 - g. Critique of Recent Events
 - h. Appoint Committees
6. **New Members** - Company Registrar
7. **New Histories Submitted** - Company Historian
8. **Outreach** - Company Outreach Leader
9. **Other Business** - Company President/Board Members
10. **Adjourn** - Company President

DUP Company Event Checklist

This is a sample checklist provided as a tool; some items may not apply to your event.



Event:	Date:
Reserve venue:	
Get keys to building:	
Establish a set-up time:	
Recruit men to set up and take down chairs/tables:	
Assign someone to introduce ISDUP visitors:	
Assign classrooms for seminars:	
Label classrooms:	
Secure US flag:	
Secure piano:	
Secure microphone and podium:	
Establish Board arrival time:	
Identify table sizes (round? oblong?):	
Identify number of serving tables:	
Identify number of display tables:	
Secure tablecloths:	
Secure centerpieces:	
Put out salt and pepper:	
Create event theme:	
Estimate attendance:	
Prepare invitations:	
Distribute invitations:	
Prepare printed programs (or words to songs):	
Assign Company Sponsors to remind Captains:	
Identify door greeters:	
Identify special musical number:	
Identify someone to buy thank you gifts:	
Identify someone to present artifact:	
Identify someone to present special recognitions:	
Identify someone to submit article to local paper or to <i>Legacy</i> :	
Identify menu:	
Assign Camps' part of the meal:	
Identify someone to buy food:	
Identify someone to buy paper products:	
Identify someone to bring ice:	
Identify someone to secure water pitchers:	
Identify someone to bring serving trays:	
Assign a kitchen committee:	
Determine need of special cookers or extension cords:	
Other:	
Other:	
Critique the event:	

Adapted from the Davis Heritage Company