

# Company President Responsibilities



## Introduction

Presiding as Company President brings with it many opportunities to strengthen Members and Associates, foster growth, and provide leadership and training at the Company and Camp levels. Also, acting as liaison between the Company and International Board promotes unity and stability within the whole organization.

## Summary of ISDUP Constitution and Bylaws

- Preside at Company meetings and function as ex-officio chairman of all committees except the Company Nomination Committee and the Company Election Committee.
- Counsel with the Company Executive Board regarding matters affecting the Company.
- Appoint Company Officers as approved by the Company Executive Board.
- Ensure that required Company reports are prepared and submitted to ISDUP annually.
- Prepare and present a report of the previous year's status at the District Convention or other Company meeting.
- Authorize disbursement of all monies with approval of the Company Executive Board.

## **Responsibilities**

### **1. Company Board**

- Provide on-going guidance and support for Company Board members, being familiar with their duties.
- Collaborate with Company Board to develop Company goals, calendar, and budget.
- Conduct and preside over Company Board meetings.
- Delegate responsibilities to Board Members as needed.
- Foster timely preparation and submittal of all reports.
- Spearhead and oversee the election process on both Company and Camp levels.
- Appoint non-elected Board Members and all committees as needed with the approval of the Company Executive Board.
- Appointed positions have no term limits.

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

\*The Company Executive Board consists of these elected officers.

\*\*Appointed and other possible positions may be combined and/or assigned to the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents to meet needs of Company and utilize strengths of Board Members.

## 2. Finances and Other Reports

- Establish an annual budget and project long-term budget needs and goals.
- Institute appropriate signatures on the Company bank account, i.e., President, Treasurer, and one additional Company Executive Board Member. Most financial establishments require a copy of previous Board meeting minutes to verify the Board positions of the signers. ISDUP requires two signatures on all checks.
- Evaluate, verify, and sign Company Membership Dues Summary Sheet, Company Annual Financial Review, Company Annual Statistical Report, and Satellite Museum Annual Financial Review (when applicable) prior to being sent to ISDUP.
- Understand that although ISDUP is a non-profit organization, most individual Companies and Camps are not designated as such but rather are historical organizations.
- Understand financial procedures and policies as outlined in the Treasurer section under the Leadership tab.
- Refer to Camp and Company Reports and Routing.

## 3. Policy and Standards

- Use ISDUP *Constitution and Bylaws*, Company and Camp Officer Responsibilities, and other information found at: ISDUP.org → Leadership tab.
- Attend, when possible, the ISDUP Seminar/Convention to receive current instruction for the new DUP year (operational and fiscal).
- Work with Company Board to provide training, communication, and assistance to Camp Officers.

## 4. Company Events

- Company Leadership Training Seminar (every year)
  - Oversee dissemination of training received at ISDUP Seminar to Camp Officers by hosting an annual Company Leadership Training Seminar, typically held in August, but prior to the beginning of September Camp meetings.
  - In years when a District Convention is not held, the Company Leadership Training Seminar is a time when the required reports including President's Update, Treasurer's Update and Satellite Museum Treasurer's Update may be provided to Members of the Company. If reports are not given at this meeting, they should be given at the Jubilee.
  - The annual Company Leadership Training Seminar and Jubilee may be combined.
- District Convention (every other year)
  - Oversee the organization of a District Convention every other year or as established by ISDUP.
  - Coordinate with other Company President(s) if the District Convention involves more than one Company.
  - President's Update, Treasurer's Update, and Satellite Museum Treasurer's Update should be reported to Company Members from the last completed DUP year (operational and fiscal) by each Company represented at the District Convention.
  - 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 the every-other-year rotation is the main speaker in the general meeting.

- **Jubilee (every year)**
  - Oversee the organization of an annual Jubilee.
  - In years when a District Convention is not held, the Jubilee is a time when the required reports including President's Update, Treasurer's Update and Satellite Museum Treasurer's Update may be provided to Members of the Company. If reports are not given at this meeting, they should be given at the annual Company Leadership Training Seminar.
  - The Jubilee and District Convention may be combined. However, in this instance all 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.

## **5. Train Camp Officers**

- Be aware of ISDUP online training resources, ISDUP Bulletin information, policies and updated information found on the ISDUP website.
- Assign biannual Company Sponsor visits – Company Officer attends Camp meetings, typically October and March.
- Newly elected Camp Officers are installed by the Camp Parliamentarian, or the Company Sponsor, during a Company Sponsor visit, typically March through May of even-numbered years.
- The Jubilee and Company Leadership Training Seminar may be combined.

## **6. Oversee Museums, Cabins, Historical Sites, and Markers (when applicable)**

- Refer to information found at: ISDUP.org → Leadership tab → Company Officer Information → Museum Director and Board.
- Become familiar with the information found at: ISDUP.org → Museums tab → Museum Policy and Guidelines.
- Marker guidelines found at: ISDUP.org → Home tab → Markers.

## **7. Resources found at: ISDUP.org**

(See list of forms and documents on the attached Checklist for Company President.)

# Checklist for Company President

## 1. Company Board Meetings

The Company Board typically meets monthly from August through May, frequency determined by Company President. Meetings are held to receive reports, plan events, etc. The Company President responsibilities include:

- Establishing Company Board meeting dates for the year. A sample Company Board Meeting Agenda is available on page 9.
- Planning agenda and ensuring Company Secretary notifies Company Board of meetings.
- Receiving reports on responsibilities and follow-up regarding on-going event preparation from each Company Board Member, i.e., Treasurer, Secretary, and Historian.
- Voting to break a tie if necessary.

## 2. Attend ISDUP Seminar/Convention (typically held in June)

**ISDUP Seminar:** 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.

- ISDUP.org navigational assistance.
- Lesson book and how to access photos found at: ISDUP.org → Photos tab or Leadership tab.
- Music list, audio files, sheet music and music history found at: ISDUP → Leadership tab → Music.
- Thoughts for Chaplain and quotes for Parliamentarian found at: ISDUP.org → Leadership tab.
- ISDUP calendar items, changes, and announcements as provided.

**ISDUP Convention:** The ISDUP Convention is held in tandem with the ISDUP Seminar, and all Members and Associates are invited to attend. 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).

## 3. Company Leadership Training Seminar for Camp Boards (typically August, but prior to the beginning of September Camp meetings)

A major responsibility of the Company Board is to provide an annual Company Leadership Training Seminar. Current instruction for the new DUP year (operational and fiscal) is disseminated to the Camps from ISDUP training. This is an opportunity for counterparts to discuss information and answer questions. On-going communication and mentoring continue throughout the year. The Company Leadership Training Seminar and Jubilee may be combined.

- Establish date and secure location for event.
- The Company Board collaborates on the program to ensure each Company Officer provides training for their Camp Officer counterpart.
- The Company Secretary prepares and distributes invitations.

#### 4. District Convention Years (every other year)

- 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. In this instance, all 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.
- The following forms are provided for District Convention preparations:
  - Meeting Outline.
  - Information for Host Company.
  - DUP Company Event Checklist (optional).
- The following required reports are 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.

If you are the host Company President, the following is a checklist of your responsibilities:

- Familiarize yourself with District Convention forms and guidelines found at: ISDUP.org → Forms tab → District Conventions. Also see: ISDUP.org → Leadership tab → Company Officer Information → Company and Company Board Purposes and Responsibilities.
- Follow the District Convention Meeting Outline to greatly assist you in your preparations.
- Spearhead communication and coordinate with all Company Presidents involved in the District Convention.
- Ascertain which ISDUP representative will be attending your District Convention. This information will be communicated from ISDUP by email or telephone as quickly as possible.
- Send your invitations out without the name of the visiting ISDUP representative in case changes need to be made.
- Share topics of concern and training issues that may need specific focus during training with the ISDUP representative that will be attending your District Convention.
- Access a sample DUP Company Event Checklist found at: ISDUP.org → Leadership tab →

- Company Officer Information → Company and Company Board Purposes and Responsibilities (last page) or at: ISDUP.org → Forms tab → Other Forms.

Submission to ISDUP required from each Company participating in the District Convention to be given to the attending ISDUP representative:

- District Convention: Company President's Update

The Company Treasurer's Update, Satellite Museum Treasurer's Update (when applicable), and Roll Call Worksheet are all retained with the Company. District Convention reporting forms are found at: ISDUP.org → Forms tab → District Conventions.

## 5. 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 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 annual Company Leadership Training Seminar and should be retained with Company records:
  - President's Update (send the completed form directly to the ISDUP Convention Chair).
  - Treasurer's Update. \*
  - Satellite Museum Treasurer's Update, if applicable. \*
- The Roll Call document should also be retained with the Company records.

## 6. 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 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.
  - Establish date and location.
  - Set up committee.
  - Develop program and theme.
  - Send invitations.

- Consider celebrating individual accomplishments of Members or Associates, the Camps, Company, or community partners.
- A sample DUP Company Event Checklist found at: ISDUP.org → Leadership tab → Company Officer Information → Company and Company Board Purposes and Responsibilities (last page) or at: ISDUP.org → Forms tab → Other Forms.

## **7. Work with ISDUP Regional Representative (if applicable)**

- The Company President may interact with a Regional Representative as geographical area warrants that collaboration.
- The Regional Representative is assigned to several Companies to provide support and training. Companies may utilize her assistance as needed.

## **8. Leadership Management of Company Records**

- Collaborate with the Company Secretary to archive reports at year end as part of the Company history. These should include:
  - Company Meeting Minutes and Company Officer List.
  - Company Annual Financial Review.
  - Company Annual Statistical Report.
  - A copy of each year's Camp Rosters and Company Membership Dues Summary Sheet.
  - A copy of the Camp Annual Financial Review and Camp Annual Statistical Report for each Camp within the Company.
  - Satellite Museum Annual Financial Review (for both Camps and Company, where applicable).
- The Company Historian and Company Registrar should keep the Company Historian Submission Log and the Company Registrar Tracking Sheet, respectively, for the current DUP year (operational and fiscal). However, these are resources often referred to and may need to be kept for several years running.
- Bank statements should be kept for two years. This need not be in paper form if accessible online through the bank.
- Discard old blank and outdated forms and previous year's information (quotes, thoughts, music); use only current forms found at: ISDUP.org.

## **9. Use Only Current Forms and Reports Found at: ISDUP.org**

The Company President is to be familiar with all current forms and reports; those accessed most often include:

- Company Annual Financial Review
- Satellite Museum Annual Financial Review
- Company Annual Statistical Report
- Company Board Planning Guide
- Company Historian Submission Log
- Company Meeting Minutes
- Company Membership Dues Summary Sheet
  - Camp Rosters emailed from ISDUP
  - Corrections to Camp Officers
- Camp and Company Reports and Routing
- Company Sponsor's Camp Meeting Evaluation Report
- Company Officer List

- Company Tracking Sheet
- 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



# Company Board Meeting Agenda - Sample



Company: \_\_\_\_\_

Date: \_\_\_\_\_

- 1. Meeting Called to Order** - Company President
- 2. Prayer** - Company Chaplain
- 3. Minutes** - Company Secretary
- 4. Financial 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)
- 5. 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)
- 6. Company Business** - Company President
  - a. Calendar and Goals
  - a. District Convention
  - b. Jubilee
  - c. Elections
  - d. Recruitment of new Members and Associates
  - e. Company Sponsor Visits to Camps Critique of Recent Events
  - f. Appoint Committee
- 7. New Members** - Company Registrar
- 8. New Histories Submitted** - Company Historian
- 9. Outreach** – Company Outreach Leader
- 10. Other Business** - Company President/Board Members
- 11. Adjourn** - Company President