

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

STATE REGENT OVERVIEW

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To: 2020-2022 Arkansas State Officers, 2020-2022 Arkansas DAR National Committee Chairs, State Committee Chairs, State Committee Members, and Arkansas Chapter Regents

Re: Arkansas Information Packet or “SIP” The State Guidelines for the Next Two Years

IMPORTANT! Please review for updated information about Arkansas DAR

Welcome to the 2020-2022 Arkansas DAR Leadership Team Members! This officer is excited to bring some new faces to state leadership as well as encourage the growth of members of our state who have past service in new ways. **Remember that this group of leaders will officially start work June 28th, 2020.** Please be respectful of the last week of the 2018-2020 administration and also take time to show your appreciation in various ways during the week of Congress.

You are reading the Arkansas Information Packet or SIP. This is done at the start of an administration to help give guidelines for business during the next two years.

The goal of this communication is to give general guidance as members work on projects that will benefit the State Society and give focus on some action items during the next two year.

- **Do** contact the 2018-2020 past chair of your committee or officer.
You are welcome to email files to each other or file share.
Consider reviewing a timeline of how projects were done or when items were filed for the committee work as well as looking to the National DAR Committee Pages.
If you have physical items to transition be sure to use the Property Agreement Form. The original is then delivered to Peggy Cara to be maintained in the records of the Recording Secretary.
Please also take time to thank this chair for their work for the past two years.
- **Do** update all personal contact information on Emembership or have your chapter leadership do that for you if you don't have access. Emembership will be the means that all addresses will be pulled from. This data base from National will also be the

source for the email address that items like the state newsletter are sent. If you are chapter leadership, it is STRONGLY advised a review of all membership address and email address take place during the next dues collecting cycle that will end in November 2020. We have many in the state that do not get state or national DAR communication for the lack of a current email address or mailing address on Emembership. Please also update military service if offered in the profile as well as emergency contact information.

Emembership will email to the State Regent and other state offices updates when given about chapter officers. All chapter officer updates should be submitted at the start of June. This will be helpful for work on the state directory. Please contact the state Recording Secretary if your chapter has changes in leadership ASAP and also our VIS Chair.

- **Do** know how to contact this officer. This officer asks that you only contact her by the personal email of gretchenmagee@gmail.com. The State Regent may also be reached at 479-866-0880 by phone call or by text message.
- **Do** address the State Regent as Madam State Regent when this officer is presiding/speaking at a lectern during official business of the state.
- **Do** be mindful of how emails are sent. It is advised that when sending email to groups of people please consider email using the BCC address feature. This will cut down on unneeded email traffic of people that do a respond all when that is not the intended purpose.
- **Do** be prompt. Don't ride deadline to the last minute. Part of any organization's professionalism is to respond and send items in prior to deadline. This will help make Arkansas DAR shine when it comes to out of state reporting to divisional chairs. When it comes to state reporting please always follow time and word number limits to be fair to others who are also reporting. The State Regent and state officers will also follow time guidelines as well. This is a sign of respect and professionalism. When you don't make a deadline this prevents others from making theirs.
- **Do** use the most updated Treasurer Forms when reporting any funds to the state treasurer. Fund should be reported promptly. Receipts should be turned in promptly so repayment can be given and again use the form for payment.
- **Do** use the new forms when doing donations to the State Regent's project, making a purchase of a State Regent sales items, or purchasing raffle tickets. These forms are required!
- **Do** stay in budget of any activities and chairmanship.
- **Do** find opportunities for members to be physical by doing something like a service project where a physical action is taken to benefit others. This is a great way to make DAR visible so that we as an organization can show what we can do. Item drives are included in this type of action since not physical funds are exchanged. Remember to advertise by both the state newsletter, social media, and emails directly to chapter regents.
- **Do** invite the State Regent to events. This officer will do her best to balance work and DAR obligations. Chapters may be asked to host blended events so

that all chapters may be visited. Please also feel welcome to invite state officers and state chairs to your chapters. These individuals can be a great program for your chapter.

- **Do** get people active in your event. When activities are planned that the state is given at invitation to attend, personal invitation/email invitations should be directed to all state officers, honorary state regents, and chapter regents by email. Open invitations to the membership should be made by email and social media. If a chapter is near the location of the event, it is proper form to include them in part of the planning and the actual activity and invitations given.
- **Do** give credit to all people in projects. Very rarely is a project the effort of just one person. Always keep in mind the efforts of others. The efforts of the state society are a TEAM effort and not the effort of just one.
- **Do** remember that the President General is the only spokesperson for the organization. A member should never ask the State Regent, State Officer, or other state leadership to make any official statements on topics in the organizations name. All that is done in DAR should be for the harmony of the full membership.
- **Do** share your reports with Chapter Regents and our State's Members At Large. Deb Miner and Kim Butler will be the point of contact that will work with our State's Members At Larger to help keep the connected.
- **Do** use digital communication to cut down of the using of mailing items. This is the best use of state funds so that they can be used in other ways to benefit the state.
- **Do** find opportunities to share your work in the Arkansas State Newsletter. Items should be sent to Jan Lusk, Chair.
- **Do** find opportunities to feature the work on chapters in the National Daughters Magazine. Chapters and the state can feature on story a year.
- **Do** find opportunities to get active on social media. Please find ways to feature the work of the state society. Be mindful to only post items that directly relate to the mission of DAR and the number of posts per week. If items are shared with page administration items can be schedule to balance posting time.

National DAR Congress Dates

June 30 – July 4, 2021 Congress

June 29 – July 3, 2022 Congress

Updated June 2020 for the Magee Administration 2020-2022

The State Regent's role is to visit chapters in the state during her term of office to help them in their growth of DAR and have a connection to the state organization. A visit of the State Regent highlights any meeting. She should be advised as to the type of meeting, community service project, luncheon, tea or banquet, whether formal/informal dress is expected. During 2020-2022 it is fine for the visit to be of a community service focus. This will show that Today's DAR is an organization of action and service.

The State Regent makes out a calendar showing the most convenient time for her to visit. Sometimes a change of date of chapter meeting time is necessitated because of the distances which must be traveled. This allows for several visits in one trip. Cooperation is needed for this to work. It is fine to change meeting dates and time to help in the scheduling of a visit.

Consideration should be given to the location of her residence in relation to the town when suggesting alternate dates. Transportation facilities and weather conditions at certain times of the year should be considered.

A map should be prepared with the exact location of the meeting or first place she should stop (the chapter regent's home, etc). Don't assume which direction she will be coming from – you might not know her travel schedule. Make arrangements for the State Regent for an overnight stay if applicable – either an invitation to a home or reservation at a local motel. It is an accepted rule overnight accommodations, meals and any other expenses made necessary by the official visit, are borne by the hostess group.

A visit to an individual chapter by the State Regent calls for a regular meeting, with proper opening exercises. Business to be acted upon should be very minimal as the State Regent should not be detained when she is giving her speech at her official visit to the chapter(s). When the State Regent visits two or more chapters together, care must be taken to ensure that each chapter participates in the planning and in the events of the day. If there is a receiving line, the hostess regents receive in alphabetical order according to chapter name.

Remember, the State Regent should be the main program if this is a meeting event. She should be given the privilege of addressing the chapter before the business meeting if she desires. The topic/ type of the program should be scheduled with the state regent 2 weeks prior to the visit.

When the State Regent enters the room only in a form processional at state conferences, Chapter members should rise immediately and then be seated. This is not needed for a chapter meeting setting. The goal of the state regent's visit is to interact with members and share the mission of DAR.

When the State Regent is introduced as a guest at any event or as the speaker members should rise instantly and then be seated. The State Regent is seated at the right of the Chapter Regent at a luncheon table and stand at her right in the receiving line. Additional courtesies may include taking time of registering her into the motel prior to her arrival if staying overnight; someone to call for her about ten minutes before she is to appear and escort her to the place of the meeting. Have tickets for meals in an envelope if tickets are collected at the table.

All hospitality extended to the State Regent in any way is appreciated. The State Regent asks for an honorarium for her state project or donations of items for raffle towards the state regent project. This officer is blessed to be named the Arkansas State Regent, and that is the best gift of all, to be a servant leader to the state. Gifts should be given to the state and not to her personally.

Press coverage should be arranged either before or after the meeting by print media or by digital media. Please remember to share photos with the state historian as well. If the project is a service project or other type of item it is advise a feature be written for the "With In the Chapters" part of the National Daughters.

Due to COVID-19 or as a chapter wishes for any reason, Zoom or digital meeting visits by the state regent are welcome at any time pending her schedule. Again, it is about giving chapter an opportunity to have the State Regent, State Officers, and State Chairs as a part of your chapter to help it grow.

Regents should be prepared to do a short video interview with the state regent to highlight an aspect of the chapter during a chapter visit or a a scheduled time on Zoom. The video could be sharing about a special project or area of interest of the chapter. The state wants to highlight regents more than just at State Conference and at Board of Management meetings.

Thank you for wanting to host this officer and other leaders in our state. The goal of this type of activity is to build chapters and to build the friendship of DAR,

Gretchen A. Magee

2020-2022 ASDAR State Regent

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479-866-0880