



## Arkansas Society Daughters of the American Revolution

*Gretchen Magee – State Regent*

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### **State Recording Secretary**

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The State Recording Secretary has the responsibility for accurately recording the business that occurs at all meetings of the Arkansas State Society of the Daughters of the American Revolution, including the Executive Board, the State Conference and Board of Management. Critical to this function is the recording of motions along with the disposition of each motion. These documents must be carefully and responsibly preserved. This is the charge of the State Recording Secretary.

The other major function of the State Recording Secretary is the compilation of the annual State Yearbook. Officers, chairs, chapter regents and club recording secretaries will be asked to submit their year-end narratives to the State Recording Secretary. Reports will be edited, proofed, assembled and published for distribution at Board of Management in August of each year.

Just as we exercise care with recording minutes for our State organization meetings, etc., we encourage Chapters to do the same when recording their minutes and the preservation of them. Motion cards are an excellent way to assure accuracy of the wording of a motion in the minutes. They can be downloaded from [www.dar.org/members/executive-office-nbm/recording-secretary-general](http://www.dar.org/members/executive-office-nbm/recording-secretary-general). All motions should be included in the minutes, but it is helpful to keep a separate book with the motion cards to allow quick reference to past actions.

I am honored to serve as State Recording Secretary. Please contact me with any questions or concerns.

*Peggy G. Cara*