

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

Volunteer Information Specialists

Cynthia Clow-Elliott, Chair – 146 Cherry Lane Salem, AR 72576

Phone: (870) 750-0874 | Email: clowca@gmail.com

Arkansas State Volunteer Information Specialists (VIS) Points of Contact (POC)

Cynthia Clow-Elliott, Chair

Charline Manning, Liaison

Susan King, Vice Chair State Webmaster

Colleen Cook, Vice Chair Chapter Webmaster

Taylor Hay, Vice Chair of Social Media

Tammy Roberts, Vice Chair of Messaging (email)

State Internet and Social Media Presence

The ASDAR has public and members-only websites which are available for your use:

- ASDAR public website: <http://arkansas-dar.org>
- ASDAR members' website: <http://arkansas-dar.org/armembersonly>

The ASDAR has a private Facebook group for members only and public page:

- ASDAR members private group: <https://www.facebook.com/groups/ardar>
- ASDAR public page: TBA

ASDAR's public website and Facebook page are primarily public relations tools and contain information of interest to the public as well as for prospective members by explaining who we are and what we do.

The Members Only website and private Facebook group are for use only by Arkansas Daughters. The Members Only site contains contact information for state officers and state committee chairs, state forms, state yearbook, membership directory and state conference; State Regent's calendar; and of course, the ASDAR newsletters. The Facebook group provides a site on which members can post DAR and/or ASDAR related information.

Please report any information on the websites which needs to be updated or corrected. Email the Chair and/or Chapter Webmasters and it will be addressed as quickly as possible.

Intent and Procedures

Arkansas chapters are encouraged to have an online presence. Currently, all Arkansas chapters have a basic website, managed by the Chapter Webmaster. The potential of online presence for State and Chapters is undeniable as a powerful public relations and advertising tool. Networking via email today is essential to expediate and streamline communications in an organization which traverses the world to the more immediate county lines.

All public chapter and state websites, Facebook, LinkedIn, Twitter, YouTube, and any other social media sites must go through an approval process to ensure the content is within guidelines established by the NSDAR. Before starting the process, please familiarize yourself with the VIS Tools available on the NSDAR Members website.

Private sites do not have an approval process but as a courtesy, the State Regent requests links be provided.

Members should remember, information posted on the Internet is subject to a very wide audience and good judgment should be followed, in addition to [NSDAR Online Guidelines](#), when posting information online.

Messaging (Email) Suggestions

Please use the ASDAR Branded Email Request Form available on the ASDAR Members Only site for email dissemination by VIS.

Never send an email without a subject. Use DAR in the subject of your messages to make it easier for email providers and your recipient to distinguish your email from spam.

Do not send more than 25 copies of a message at one time as some email providers may block your email and label it as spam.

Make sure to use the blind copy (BCC) feature whenever you are emailing large groups to preserve the privacy of recipients.

Documents created in the latest version of Word (.xdoc, docx extensions) generally cannot be read by older Word versions. Please use the "save as" in the dropdown file menu and select the ".doc" format to eliminate incompatibilities with older versions of Word. This is also an issue for Excel spreadsheets.

State Officers and State Chairs

Please inform State VIS when your email changes, so we may update the website. Also, any new or updated state-level forms should be emailed to the state VIS co-chairs after approval by the State Regent.

Please ensure information for your Chapter members is up to date in E-membership. The Chapter Regent, Vice Regent, Treasurer, and Registrar have access to and can update.

If you have any questions, comments, or concerns, contact me at your convenience.

Yours in Service,

Cynthia Clow-Elliott