

August 2010



Leadership Orientation

Tennessee Society
Children of the American Revolution

What's My Job?

State President

Provide leadership for the State Society by performing the following duties:

- Appoints State Chairmen
- Presides at State Board meetings
- Presides at T.S.C.A.R. State Conference
- Establishes a "State Theme" and "State Project"
- Attends Mid Southern Regional meeting
- Plans and presides at Summer Packet Meeting
- Visits Local Society, DAR, SAR, and S.R. Meetings, when invited, and speaks about C.A.R.
- Represents T.S.C.A.R. when requested
- Writes articles for *The Liberty Bell*
- Authors messages for Local Society Newsletters, when asked.
- Attends National Board Meetings
- Implements State President's Guidelines with approval of Senior State President
- Corresponds with State Board and State Chairmen
- Conducts meetings with a prepared agenda
- Attends National Convention and gives report on the activities of the state
- Obeys all rules of the National Society

First Vice President

- Presides in the absence of the State President
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives updates at State Board Meetings

Second Vice President

- Presides in the absence of the State President and First Vice President
- Assists with State Conference planning
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives updates at State Board Meetings
- Serves as General Awards Chairman

State Chaplain

- Offers appropriate prayers at all meetings of State Board and State Conference
- Conduct the Annual Memorial and Installation Services with the Senior State Chaplain
- Writes notes of condolence
- Writes articles for *The Liberty Bell*
- Gives report at State Conference

- Gives updates at State Board Meetings

State Recording Secretary

- Takes minutes at all meetings of the State Board and State Conference
- Maintains the Minute Book
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Organizing Secretary

- Promotes the growth and organization of Local Societies
- Performs duties that assist with the organization of new societies
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Corresponding Secretary

- Writes correspondence at the request of the State President
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings

State Treasurer

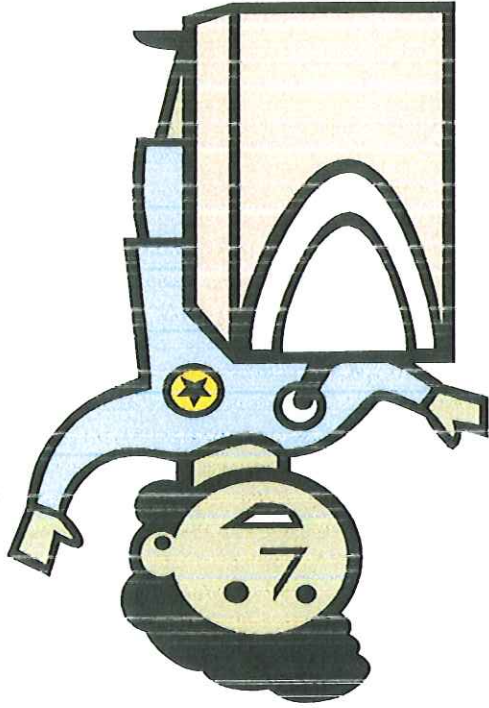
- Gives Treasurer's Report at all State Board Meetings and State Conference
- Assists Senior State Treasurer
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings

State Registrar

- Reports on membership changes at State Board Meetings and State Conference
- Assists with credentialing voters at State Conference
- Write articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings
- Writes welcome notes to new members

State Historian

- Promotes and encourages historical work in the State Society and Local Societies
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings
- Maintains state scrapbook to be presented to state president



- Promotes programs planned by National Chairmen
- Gives updates at State Board meetings
- Gives report on activities at State Conference
- Writes article for *The Liberty Bell*

State Chairman

- Promotes and encourages Local Societies to support the N.S.C.A.R. Museum
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings

State Curator

- Promotes the National Library and encourages Local Societies to support the National Library
- Writes articles for *The Liberty Bell*
- Gives report at State Conference
- Gives update at State Board Meetings

State Librarian

Understanding the National Program Packet

C.A.R. Headquarters publishes the *National Program Packet* each June. The State Society and Local Societies should be used as a guide for planning the year's activities

The National Program Packet includes information on:

- ❖ National President's Program, National Project and Contests
- ❖ Programs and Contests for all National Officers
- ❖ Dues, application fees, resignations, transfers, certificates of good standing, and donations
- ❖ Programs and Contests for all National Chairmen
- ❖ C.A.R. Magazine deadlines and Advertising Rates

The National President establishes a "Purpose" and "Program" for each National Officer and National Chairman based on the National President's Program and National Project. Each National Officer and National Chairman develops suggestions for promoting their program and establishes contests for Local Societies to demonstrate how they have helped to promote the program.

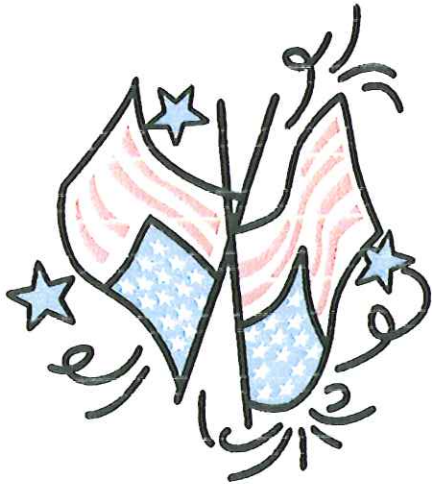
The National Program Packet also includes the following forms for use by the State Society and Local Societies:

- ❖ Memorial Service for notifying the Senior National Chaplain of deaths of members and senior leaders
- ❖ National Contest Entry Form
- ❖ Life Membership Form
- ❖ Donation Form
- ❖ Magazine Subscription Form
- ❖ N.S.C.A.R. Archives Gift Form
- ❖ N.S.C.A.R. Library Gift Form
- ❖ N.S.C.A.R. Museum Gift Form
- ❖ C.A.R. Calendar
- ❖ Graphics

The National Program Packet also includes:

- ❖ National Roster of members and seniors in official capacity
- ❖ National Merit Award information
- ❖ State President's Guidelines
- ❖ Sales Order Form for supplies, etc.

The National Program Packet is also found at tscar.org, the Tennessee State



website.

What I Need to Know about State Board Meetings

Meeting Schedule

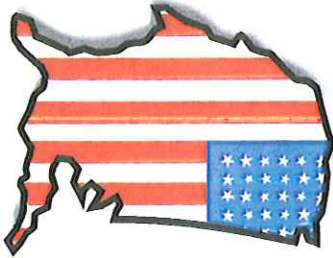
- August
- Learn about the *National Program Packet* at the "Summer Packet Meeting"
- February/March (in conjunction with State Conference)
 - State Conference preparation
- Other meetings as needed

Meeting Rules

State Board meetings are conducted in accordance with the C.A.R. Handbook and Bylaws, the T.S.C.A.R. Bylaws, and Robert's Rules of Order. The State President conducts the meeting using a pre-scripted written agenda. The agenda will include, at a minimum, the following:

- Call to Order
- Invocation
- The Pledge of Allegiance to the Flag
- The American's Creed
- The C.A.R. Creed
- Reading of the minutes of the last meeting
- Treasurer's Report
- Old Business
- New Business
- Benediction

The State Recording Secretary and Senior State Recording Secretary are responsible for recording minutes.



MOTIONS



A member wishing to make a motion shall state the motion in the following manner:

"I move that we (state what you wish to vote on)."

In order for the membership to vote on the motion, another member must agree to or "second" the motion. The member shall state:

"I second the motion."

The State President will restate the motion and indicate that the motion has a second. The State President shall state:

"It has been moved and second that T.S.C.A.R. (state what is to be voted on)."

The State President will ask for the vote in the following manner:

"All those in favor of the motion say 'aye.'" (pause) "Those opposed say 'nay'."

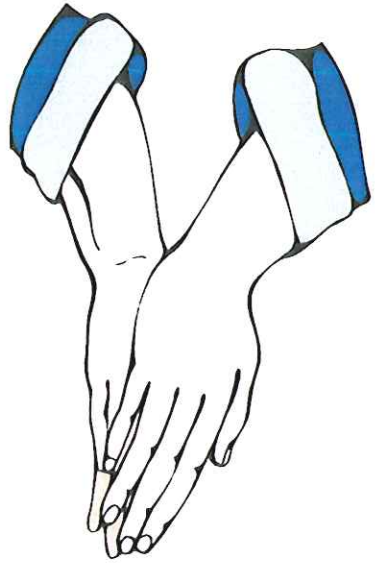
If the majority of the votes are in favor of the motion, the State President shall state:

"The ayes have it and the motion is adopted."

If the majority of the votes are not in favor of the motion, the State President shall state:

"The motion has passed."

SAMPLE PRAYERS



Invocations

- 1) May the Lord bless this meeting of the Children of the American Revolution. Please guide us as we conduct our business in the achievement of our goals and ideals set forth in our creed and in our daily life both in and out of C.A.R. AMEN

- 2) We invoke Thy blessing, Lord, upon all who are gathered here and pray that we may receive inspiration now to be of greater service to God and country. Keep us in Thy grace and love for we ask it in Christ's name. AMEN.

Benediction

- 1) May the Lord watch between me and thee, while we are absent one from another. AMEN.

- 2) Guard and protect us, dear Lord, until we meeting again. AMEN.

- 3) Our most gracious Eternal Father, we thank You for the opportunity to have had our C.A.R. meeting today. We pray that You will be with us as we depart that we might return safely home and that we might remember those commitments which we have made today through Jesus Christ our Lord. AMEN >

I believe in the United States of America as a Government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign states; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag and to defend it against all enemies.

The American's Creed

I believe in the Children of the American Revolution as an organization for the training of young people in true patriotism and love of country, in order that they shall be better fitted for American citizenship. As a descendant of the Founders of my Country, I believe that my birthright brings a responsibility to carry on their work, and that as the boys and girls of 1776 took an active part in the War for Independence, so the boys and girls of today have a definite work to do for their Country. As a member of the Children of the American Revolution, I believe it is my duty to use my influence to create a deeper love of country, a loyal respect for its Constitution and reverence for its Flag among the young people with whom I come in contact.

The C.A.R. Creed



Exercise: How to make a motion

We need to decide what we are going to eat at our next State Board meeting. The following suggestions were emailed to the State President:

- 1) Hot dogs**
- 2) Pizza**
- 3) Subway**
- 4) Fried Chicken**
- 5) Hamburgers**

Would someone like to make a recommendation?

We need to elect a new president of the C.A.R. Fun Club. The following individuals were nominated:

- ❖ Spiderman**
- ❖ Batman**
- ❖ Mickey Mouse**
- ❖ Tinkerbelle**

Could I have please have a motion?

You have heard the Treasurer's Report. If there are no questions, could I please have a motion to accept the report?

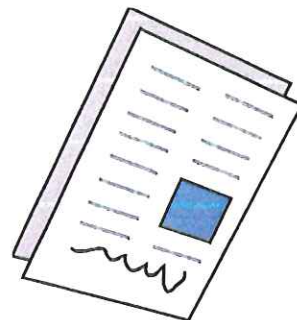
State Conference

General Responsibilities

- Assist the State President in planning the State Conference
- Attend the State Board Meeting held in conjunction with the State Conference
- Attend the State Conference
- During the business meeting and banquet, State Officers are seated at the head table. State Chairmen are seated with the membership.
 - Follow the script provided by the State President.
- Give a short report of accomplishments.
- Adhere to all of the N.S.C.A.R. Codes, which are in effect during the State Conference
 - Code of Behavior
 - Dress Code

Report Guidelines

1. Reports should be written in the "third person."
Example: This officer attended...
2. Reports should not be written in the first person (using "I").
3. Reports should be typed on 8-1/2 x 11 white bond paper and should have a 1-1/2 inch left margin.
4. Reports should have the name and title of the officer or chairman and the date of the report at the top of the first page of the report.
5. The report should be signed in ink by the State Officer and Senior State Officer, State Chairman and Senior State Chairman, and Society President and Senior Society President.
6. Three copies are required and will be distributed as follows:
 - a. Senior State President
 - b. Senior State Recording Secretary
 - c. Individual who will be taking over the office or chairmanship
7. Reports will be limited to two minutes.
8. Reports of Officers and Chairmen not present will be filed unread unless there is a specific reason a particular report should be read.
9. All reports will be read from the podium.



Sample Officer Report

Mary Smith
State Curator
March 2, XXXX

Madam or Mister President and members of the Tennessee Society Children of the American Revolution:

This officer attended *(insert the meetings, activities, conferences attended).*

This officer accomplished the following *(insert a brief description of the major accomplishments)*

This officer did the following *(insert a description of other activities involved in).*

This officer's contest this year was *(insert description,)* Six societies participated in the contest.

This officer wishes to thank her Senior *(insert name)* for her assistance during the year.

It has been a privilege to serve the Tennessee Society and State President John Doe in this capacity.

Mary Smith
State Curator

Mrs. Jane Jones
Senior State Curator

Sample Chairman Report

John Smith
State Chairman
American Heritage Committee
March 2, XXXX

Madam or Mister President and members of the Tennessee Society Children of the American Revolution:

This chairman attended *(insert the meetings, activities, conferences attended).*

This chairman accomplished the following *(insert a brief description of the major accomplishments)*

This chairman did the following *(insert a description of other activities involved in).*

This chairman's contest this year was *(insert description,)* Six societies participated in the contest.

This chairman wishes to thank his Senior *(insert name)* for her assistance during the year.

It has been a privilege to serve the Tennessee Society and State President Mary Doe in this capacity.

John Smith
State Chairman
American Heritage Committee

Mrs. Jane Jones
Senior State Chairman
American Heritage Committee

