

The Nominating Committee nominates Commonwealth Chapter members for election of the Executive Board and presents the slate in March for these positions: Regent, Vice Regent, Chaplain, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Historian, Librarian and directors: Flag of the USA, Membership, and National Defense. To be eligible for the office of Regent or Vice Regent, she shall have held membership in the chapter for at least one year prior to her election. The next Regent appoints a Parliamentarian and chairs of committees except the Nominating Committee.

The Executive Board shall attend board meetings as scheduled by the Regent September – June. Meetings are typically the first Friday of the month, while avoiding holiday weekends when possible.

Officer Responsibilities in Summary

1. REGENT

The Regent shall preside at all Chapter and Executive Board meetings and have general supervision of the affairs of the chapter. She attends memorial services when possible and shall attend District, VADAR and NSDAR annual conferences. She is chief executive officer of the chapter and is an ex-officio member of all committees except the Nominating Committee. She shall be a member of the Richmond Club of Richmond and District II Regents Club, offering opportunities of networking with other regents.

2. 1ST VICE REGENT

The First Vice Regent shall perform the duties and responsibilities of the Chapter Regent in her absence and is chairman of the Program Committee. She is the liaison with the Westwood Club, shares announcements at chapter meetings and introduces guest speakers.

3. CHAPLAIN

The Chaplain shall conduct such religious services as required, communicate, whenever possible, with members who are ill or in distress and work with the Regent in the planning of memorial services for deceased members. The Chaplain consults with the family of a deceased member regarding the placement of a DAR marker or insignia medallion and keeps the board informed of the inventory of those medallions. She provides death notices in the newsletter, arranges birthday cards to be signed by the Board for members 90+ and is a member of the Sunshine Committee.

4. RECORDING SECRETARY

The Recording Secretary shall record the proceedings of the meetings of the chapter and the Executive Board, be custodian of all records of the chapter including the Chapter Bylaws and Standing Rules, and notify Officers and Directors of their election. She creates a document with electronic reports she receives prior to meetings, for sharing minutes for review.

5. CORRESPONDING SECRETARY

The Corresponding Secretary shall send a copy of the chapter's Bylaws, Standing Rules, and Yearbook to each new member. She coordinates the distribution of the annual dues notice and yearbook, sends correspondence as requested by the Regent.

6. TREASURER

The Treasurer shall serve as chairman of the Finance Committee and prepares the budget with the Regent. She receives funds of the chapter and deposits them in a bank account signed jointly with the Regent. The Treasurer disburses funds as directed by the chapter or Executive Board, creates dues notices, and remits dues and fees to VADAR and NSDAR prior to December 1st. She presents a monthly statement at each Board meeting and an annual report to those attending the annual chapter meeting. The Treasurer prepares accounts for auditing after the annual meeting.

7. REGISTRAR

The Registrar shall follow procedures as established by the Registrar General. She researches and prepares applications for prospective members, and as time allows, supplemental applications. She insures the application is complete, accompanied by a chapter check and sent to NSDAR. The Registrar is the keeper of all current and past application records of the chapter, both paper and digital. She is responsible for keeping membership contact information and status current in e-membership (the NSDAR data base), notifies the appropriate individuals of new or changed membership status, and reports such at Board and Chapter meetings. The Registrar is responsible for the verification and preparation of Anniversary Certificates on a yearly basis and manages the age list of those turning 90+ for the Chaplain.

8. HISTORIAN

The Historian shall record the history of the chapter and be custodian of historical and biographical papers which the chapter may acquire. She will present her successor with the history, completed to date and compile a chapter scrapbook to be presented to the outgoing chapter Regent at the May Annual Meeting. The Historian will present the slideshow at chapter meetings during Fellowship, or as directed by the Regent, by linking her laptop to the chapter's projector.

9. LIBRARIAN

The Librarian shall cooperate with the State Librarian in securing books for the DAR Library in Washington, DC and or a local library and present books as authorized by the Executive Board.

10. FLAG OF THE USA DIRECTOR

The Flag of the USA shall (a) provide a United States flag, pole and stand for all chapter meetings; (b) assist with Flay Day ceremonies at McGuire Veterans Hospital; (c) promote the objectives of the Flag of the United States of America Committee, as instructed by the national and state chairmen.

11. MEMBERSHIP DIRECTOR

The **Membership Director** shall work closely with the Registrar, keeping her up-to-date with the contact information of prospective members. She shall share communications with PMs during the application process including the chapter newsletter, regent announcements, luncheon reservation emails and upcoming events. She shall recruit PMs and help to retain the current membership. She greets PMs at chapter meetings and facilitates membership referrals. The Membership Director coordinates the Welcome Bags and maintains a Membership team.

12. NATIONAL DEFENSE DIRECTOR

The National Defense Director advocates a strong American military defense and the preservation of our American heritage of freedom. She presents a 2 to 3-minute Report at all chapter meetings and promotes national defense current issues. She follows the National Defender newsletter on the DAR website and presents Awards & Medals to JROTC, Naval Cadet, DAR Youth Citizenship and DAR Distinguished Citizen winners.

13. PR and MEDIA DIRECTOR

The **Public Relations & Media** Chair, in conjunction with her committee members, shall cover or report on Chapter-sponsored events which are newsworthy, and submit press releases to local media outlets; i.e. newspapers, historical societies and other organizational newsletters, post on Facebook, etc. Articles covering special events are sent to the online VA View VADAR newsletter (currently 2x's per year) and one NSDAR Newsletter per year. Her committee collects and forward material annually to the VADAR District II Press Book Chairman, including newspaper articles and printed screenshots of communications that promote the chapter. She includes obituaries that mention the DAR.