



**Illinois State Organization
National Society Daughters of the American Revolution
Marria Elliott Blinn, State Regent**



Kathryn Barnsley, State Recording Secretary
151 Papillon Dr, Swansea, IL 62226-1059
krbarnsleydar@icloud.com 618-540-8033 mobile/text

Thank you for serving as recording secretary—it's a vital role in your chapter. The meeting minutes you record become the legal record of your chapter's business, so attention to detail is important. Have questions? Help is here!

RESOURCES: There's a selection of resources under "State Recording Secretary," on the ILDAR members-only SIP webpage, that includes *Roberts Rules of Order* main points, a motion card template, writing style guides, a list of recording secretary links, and outlines of the order of business and meeting minutes. Many other resources are available on the NSDAR Members' Website.

TOOLS: One of the most productive tools a chapter can use is the motion card. Writing out the motion ensures the recording secretary can accurately capture every word of the motion, any amendments, and the voting results. Familiarizing yourself with the basics of *Roberts Rules of Order* will also help you become comfortable with different types of motions and voting processes.

GUIDES: The *DAR Style Guidelines* is an essential reference for making records clear and consistent, and the *Chapter Regent's Manual* includes information about your office and shows the structure and expected content of meeting minutes. The *DAR Handbook* contains office information as well.

FILES: The recording secretary keeps official chapter documents on file. Examples are meeting minutes, chapter bylaws, the Photo/Video Release Form (NSDAR-1000), the Chapter Property Agreement (HG-5000), the Conflict of Interest Policy (TG-2003) and Conflict of Interest Disclosure Form (TG-2008).

CONNECTION: The recording secretary has the privilege of eMembership access. Follow the directions on emembership.dar.org to request your password as soon as your term begins. Meet other chapter and state recording secretaries and join the conversation in the Daughters Online Community (community.dar.org).

Your efforts will result in recording your chapter's history in the making as you all go forth into your communities to educate others and celebrate *America 250!*

If the resources here don't provide the answers you seek, please contact me with your questions.

In DAR Service,
Kathryn

 ***Educate, Celebrate, America 250!***

"Education Rings the Bell for Liberty"