



A Legacy of Liberty

Corresponding Secretary

Kansas Society Daughters of the American Revolution

Official Duties:

- Courtesy Resolutions
- State Meeting Announcements
- Awards, Templates
 - Watch here for State Chair Award Deadlines
- Liaison for:
 - American Heritage
 - America 250
 - DAR Service for Veterans
 - DAR Scholarship
 - State Scholarship
 - State Awards & Resolutions

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Section 6. State Corresponding Secretary. The State Corresponding Secretary shall maintain the official Kansas Society mailing list of the members who are to receive meeting notices, shall attend to all the correspondence of the

Kansas Society, and shall assist the State Regent in her official correspondence.

She shall notify the State Officers and the delegates of any special meetings that may be called

She shall send out notices of meetings of the State Board of Management and the Executive Committee at least thirty

days prior.

She shall prepare and distribute the official KSDAR stationery.

She shall assist in the preparation and distribution of award certificates.

She shall monitor changes in Chapter Officers as reported in e-membership and send lists of the names and addresses of the current Chapter Regents to the KSDAR webmaster for posting on the KSDAR members' website and to the State Recording Secretary for publication in the KSDAR Annual Report and Proceedings.

Immediately after a State Conference at which an election is held, she shall send to each Chapter Regent the names

and addresses of the newly elected state officers.

Sixty days before the beginning of State Conference, she shall send the official call for the State Conference to the

State Officers, the National Officers whose membership is in the state, the Honorary State Regents, the Chapter Regents, the State Committee Chairs, and the District Directors.

Sixty days before the beginning of State Conference, she shall send each Chapter Regent one State Conference Credentials Form and one form for reporting chapter officers.

She shall mail by October 1, any KSDAR Annual Report and Proceedings received from the State Recording Secretary to members specified in the Standing Rules and to the members who placed prepaid orders.