

Sons of Utah Pioneers

Dixie Encampment Chapter Board of Directors

President: Administration

Coordinate selection of time and place
Agendas for and conduct of meetings; select prayers
Select and appoint chairs and project leaders
Liaison with National and Cotton Mission Chapter

President-elect: Programs

Program Chair: speakers, entertainment
Music Chair: opening and closing songs, sing-a-longs

Immediate Past President: Nominations and Financial Development

Nominating Committee: In consultation with Officers, identify, secure permission to nominate individuals, prepare ballots, and conduct elections
Acquire Funds for Operations, Awards, Scholarships, and markers.

Secretary: Records

Application forms, directory of members, minutes, reports

Treasurer: Finances

Accept dues, pay bills, balance accounts

Director of Public Information:

Email notices about meetings, etc, to membership
Publish Chapter Newsletter reporting member activities
Publicity: press releases and articles for *Trailmarker*
Website: establish and maintain website about chapter

Director of Treks and Markers:

Treks: Plan, prepare, and arrange for approved treks.
Establish an appropriate meeting schedule that will allow the treks committee to function and accomplish its goals.

Markers: Identify important local historical locations on which markers should be placed. Nominate the appropriate locations to the Director of Community Involvement for presentation to the Chapter Board of Directors for approval to make arrangements to place the markers. After approval, obtain permission from owners of public or private property to place the markers. Prepare designs for the markers and contact appropriate manufacturers for bids and completion of them. Supervise installation and erection of the markers and monuments. Organize a dedication ceremony. Work with the Publicity Committee in notifying local media (newspapers, TV) of the location and importance of the markers.

Director of Community Involvement:

Scholarships: Organize and direct a program to provide scholarships each spring to qualifying high school students in the geographical area of the chapter. Establish and maintain a personal relationship with a counselor and administrator in high schools in the area. Establish procedures for and manage the selection process to determine winners at each participating school.

Quarry Visits, Studies and Maintenance: Prepare plans for, extend invitations for, and facilitate visits to the Sandstone Quarry.

Director of Member Services

Membership Recruitment and Retention: Develop and implement a program to enlist new members and retain others.

Awards: Recommend to the Board chapter members and individuals who make outstanding contributions to the Chapter, the Community, their Profession, or to the state or nation to receive special recognition and awards, including the Modern Pioneer Award. Give details of awards to the Publicity Committee and the Publications Committee to include in local news releases and in newsletters of both the chapter and National SUP publications.

Chapter Insignia : Select appropriate apparel, jewelry, vests, badges, logo's and other designations to show chapter identity and solidarity, and submit to the Board for approval. Manage the procurement and sale of the items, and make them available to members and their wives for purchase.

Director of History

Chapter History: Collect information, data, photographs and documents about chapter activities. Throughout the year, write an annual history of the Chapter. Print copies of the history and distribute them as follows:

- a. SUP National Headquarters,
- b. Dixie State University Special Collections archives,
- c. Technical documents administrator to convert to a CD,
- d. Chapter President for chapter archives.
- e. Additional copies for others to purchase, if appropriate.

Pioneer History: Establish and manage the selection process of an Essay Contest at participating schools in the geographical area of the chapter. Establish and maintain a personal relationship with a counselor and administrator of each of the schools in which the essay contest is conducted.