

Convocation Representative (Area Contact) Duties

The duties of a Convocation Representative (area contact) are few requiring about 10 hours per year, **primarily in August**. The position also requires access to a computer and the ability to **forward** emails.

1. The Representative **maintains a current list of her convocation's Chapter Presidents** and their contact information. *(Rationale: It is easier for the Convocation Representative than for the Diocesan President to keep the list up to date. Officer changes result from annual, biennial or triennial chapter elections held before September, as determined by an individual chapter's bylaws, as well as resignations, deaths, illnesses, etc. The Diocesan President and VP cannot realistically monitor these changes in 100+ chapters. The Convocation Representative usually communicates with fewer than 15 chapters. The Diocesan President or VP can communicate efficiently, quickly and accurately to all 100+ Chapter Presidents and 2000+ Daughters by emailing the 10 Convocation Representatives who maintain up-to-date Chapter President contact lists.)*
2. In early August the Representative emails **each Chapter President a Chapter Officers Form** (or link to it) for her to list the chapter officers for the coming year and their contact information with E-addresses. The form should be completed in August by each chapter's president or secretary and mailed or emailed to (1) the National Office and (2) her Convocation Representative. If officer changes occur for any reason after September 1, the chapter should submit an updated *Chapter Officers Form* as soon as possible to the National office and the Convocation Representative. *(Rationale: See 1. Also, according to Diocesan bylaws all Chapter Officers are elected prior to and take office on September 1, so this information should be available in August.)*
3. In early August the Representative **updates her convocation's Chapter Presidents List** by contacting each Chapter President, if necessary, by email or phone. The only information she requires is: church, city, chapter name, president's name, phone numbers, and E-address. The Rep forwards the completed list to the Diocesan President and Vice President by September 1. *(Rationale: See 2.)*
4. The Representative **forwards** information provided by the Diocesan President or Vice President to her Chapter Presidents who, in turn, **forward** the appropriate information to all of their chapters' Daughters. *(Rationale: This process ensures rapid delivery of important information to every Daughter. **Forwarding** ensures that all attachments remain attached.)*
5. The Representative **publicizes convocation (area) events** by forwarding publicity regarding Quiet Days, concerts, festivals, etc., to Chapter Presidents in her convocation. She may contact a neighboring area or convocation by emailing its Convocation Representative (found at www.DOKDOT.org under Officers). *(Rationale: This promotes fellowship within a convocation and between nearby convocations.)*
6. When a Representative resigns, she should attempt to find a volunteer within her convocation to replace her and inform the Diocesan President and Vice President of her actions.

YOU, as an area contact, a Convocation Representative, serve as a crucial communication link between the diocese, convocations, chapters and Daughters. A heartfelt **THANK-YOU!**