

2020 Fall Updated President/Vice President/Convocation Representative Information Sheet

1. From: Annette Matthews. WELCOME! **Your VP, Karen Courville, sends emails from me** to your Convocation Representative who will forward them to your Chapter President who should forward all emails **to YOU!** **Do you know your Convocation and your Convocation Representative?** Your Chapter's President should contact her Convo Rep.
2. Every Chapter should have **Bylaws**. National and our own Diocesan websites provide sample templates for creating your chapter's bylaws. The template is posted on the www.DOKDOT.org website under Resources / Policies.
3. A brief **treasurer's report** should be a part of every meeting and a record kept as part of the **minutes** of the meeting. The Chapter President should assure **minutes** are taken at all meetings and that a record of these minutes is filed with the Church office each year. A **Treasurers Primer** is located on the website under Resources.
4. **Dues** are now paid individually, collected by National online or in the mail by check. You may collect for the entire chapter and send the dues by mail, but be sure to include each Daughter's membership number. Dues became **overdue** September 1. Only the officers listed at National may obtain chapter member lists. Check your list monthly for Daughters who have not paid their dues. Dues assistance is available on multiple levels (beginning at the chapter).
5. Your **2020 Chapter Officers Form is past due now**. Note: if you filled out the online form on the National website, you simply need to notify your Convocation Representative about your chapter's President and her contact information. If you have not yet completed your chapter's officers form online, do it as soon as possible after this assembly.
6. Submit pictures/articles and other information on any of your upcoming or past events for publication to the Diocesan assistant webmaster, Linda Blumberg at l_blumberg@alumni.utexas.net.
7. The Diocesan President is available as a resource for assistance and to present the charters to new chapters. You may request that a Board Member be present for installation of new members.
8. We **strongly** encourage **every** chapter, whether **singly or in groups**, be trained by one of our **Designing More Effective Chapter Meeting Trainers**. Trainers are listed in the Resources section of the website. This training lasts 3 hours and will vastly improve the quality of your meetings.
9. Email any **flyers or publicity about your chapter's events** to your Convocation Representative to forward to Chapter Presidents of surrounding churches in your convocation or neighboring convocations.
10. If you know **nonprofit ministries** that would appreciate additional startup or expansion funding, encourage the ministry leader to view the DOK missionary grant policy and application form on the www.dokdot.org websites' Resources / Grants. It is a time-limited grant. Suggest s/he check the Province website as well.
11. The Diocesan President may grant **tuition (or hardship) scholarships** for dues and/or Assembly attendance. Use the application form on the website under Resources / Grants. This kind of grant should be requested only after the Daughter's chapter's and church's resources have been pursued. Dues assistance is not permanent. See dues policies under Resources / Important Policies. Check out National and Province dues and assistance policies on their sites.
12. IMPORTANT RESOURCES:
 - Diocesan website: <http://www.dokdot.org>. Check out Resources for chapter enrichment, forms, policies, grants, bylaws, & more. Send photos, dates of workshops, spiritual enrichment program names, service project ideas, and personal stories to the President or Webmasters listed on the website.
 - Province VII website: www.dokprov7.org. Locate other resources and ideas for service & spiritual enrichment programs as well as ministry and hardship assistance grants.
 - National website address: <http://www.doknational.org>. Send photos, spiritual enrichment ideas and other items of interest to the *Royal Cross*, especially personal stories. Obtain forms, policies, literature, chapter handbooks and manuals, ideas and other resources from the website.

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- **SPIRITUAL ENRICHMENT ACTIVITIES** (formerly called programs) for your chapter are listed on our website's Resources. **Let the Diocesan President know about activities that should be added or you cannot locate.**
- **Daughters Going Deeper:** A 2-year program for personal spiritual development. Application forms are located on the Province VII website. Highly recommended; mentor-led. **The application deadline has been extended to Oct. 31, 2020.**

13. If your chapter would be blessed to **host an Assembly** or you or one of your Daughters is called to **serve** as a diocesan board officer, committee chair or convocation representative, contact President Annette Matthews at acmmatt@msn.com.

14. If you or anyone in your chapter would like to receive the confidential **Diocesan Prayer Request Chain** by email or add a prayer request to the chain, contact the Prayer Chair Patsy Organ at rorgan@aol.com.

15. Use the **current online National website Transition Form** to report the death of a member in your chapter and then consider donating to the Endowment Fund or an appropriate fund as a memorial to celebrate and memorialize her life.

16. **CORRECTION:** You may **NOT** transition a DOK to DAL status if the Daughter refuses to communicate regarding her intentions &/or when she is known to attend another church or no church and does not attend your chapter's meetings. She cannot become a DAL as long as she attends a church with a chapter and pays her dues regardless of attendance.

17. Do you know of churches with struggling chapters or no chapter in your area? Let President Annette Matthews, VP Karen Courville or Membership Secretary Margaret Carpenter know about them.

18. Presidents: Read and use the current 2018 Chapter Manual available online at the National website. Encourage your chapter members to bring their **2018 Daughter Handbooks** to meetings for common prayers, the Prayer of The Order and the Motto, and to correctly identify DOK funds and policies when they come into question. Obtain the most current version en masse when new versions are printed (or every other new version). Shipping is significantly cheaper for a group than for an individual. **New 2018 editions** are available! Every Daughter should purchase or download a copy of the *Chapter Manual* or read it online.

19. Once a year or every 2 years, go over the *Chapter Manual* and *The Daughter's Handbook* during a chapter meeting to refresh your understanding of The Order's work, policies, and opportunities. They are updated nearly every 3 years.

20. Check out National's website for **The Strategic Plan** videos and consider using *The Companion* as a chapter program. It's free!

21. **ALL officers, all of them,** have access to their chapter's database. See: Instructions for Chapter List on our site.

22. With what do you need help?

23. Any other questions?

FINALLY, AND MOST IMPORTANTLY: LOOK UPON YOUR DOK CHAPTER AS A COMMITTED COMMUNITY OF WOMEN DEDICATED TO THE COMMON GOAL OF DEVELOPING EVERY DAUGHTER'S SPIRITUALITY. Everything you do (except necessary and minimal business) should involve spiritual growth. If it doesn't, don't do it. Rethink your activities in all areas: spiritual enrichment activities, prayer, service, and evangelism. God wants and expects you to grow!