

Description of M.S.C.A.R. State Officer Positions

State President

Provide leadership for the State Society by performing the following duties:

- Appoints State Chairmen
- Presides at State Board meetings
- Presides at M.S.C.A.R. State Conference
- Establishes a “State Theme” and “State Project”
- Attends Great Lakes Regional meeting
- Plans and presides at Summer Packet Meeting
- Visits Local Society, DAR, SAR, and S.R. Meetings, when invited, and speaks about C.A.R.
- Represents M.S.C.A.R. when requested
- Writes articles for *The Wolverine*
- Authors messages for Local Society Newsletters, when asked.
- Attends all National Board Meetings
- Implements State President’s Guidelines with approval of Senior State President
- Corresponds with State Board and State Chairmen
- Conducts meetings with a prepared agenda
- Attends National Convention and gives report on the activities of the state
- Obeys all rules of the National Society

First Vice President

- Presides in the absence of the State President
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives updates at State Board Meetings

Second Vice President

- Presides in the absence of the State President and First Vice President
- Assists with State Conference planning
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Chaplain

- Offers appropriate prayers at all meetings of State Board and State Conference
- Conduct the Annual Memorial and Installation Services with the Senior State Chaplain
- Writes notes of condolence
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Recording Secretary

- Takes minutes at all meetings of the State Board and State Conference
- Maintains the Minute Book
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Organizing Secretary

- Promotes the growth and organization of Local Societies
- Performs duties that assist with the organization of new societies
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives updates at State Board Meetings

State Corresponding Secretary

- Writes correspondence at the request of the State President
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings

State Treasurer

- Gives Treasurer's Report at all State Board Meetings and State Conference
- Assists Senior State Treasurer
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings

State Registrar

- Reports on membership changes at State Board Meetings and State Conference
- Assists with credentialing voters at State Conference
- Write articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings

State Historian

- Promotes and encourages historical work in the State Society and Local Societies
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings

State Librarian

- Promotes the National Library and encourages Local Societies to support the National Library
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings

State Curator

- Promotes and encourages Local Societies to support the N.S.C.A.R. Museum
- Writes articles for *The Wolverine*
- Gives report at State Conference
- Gives update at State Board Meetings