INSIGNIA VOLUNTEERS REQUIREMENTS

Insignia Volunteers are a part of the sales team at the pop-up DAR Insignia Stores in the states and at Continental Congress. Insignia Volunteers are members of the National Society’s Insignia Committee. The planned maximum number of Insignia Volunteers is 50. Their activities fall under the direction of the National Vice Chair for Insignia Sales and the National Chair of the Insignia Committee.

Qualifications

- Experience with retail sales or DAR committee sales, such as President General’s Project sales, State Regent’s Project sales, Junior sales, or other sales responsibilities at the chapter or state level
- Passion for DAR Insignia and the DAR mission
- Willingness to travel
- Demonstrated ability to work well with others
- Positive, outgoing, and engaging personality
- Attention to detail
- Solid arithmetical aptitude
- Knowledge of point-of-sale systems
- Service as a DAR Officer (chapter, district, state, or national level) or as a chair or vice chair of a DAR committee (district, state, or national level) is desirable

Expectations

Each Insignia Volunteer is expected to attend all training sessions, whether online or in Washington, D.C. Each year, she is expected to work at a minimum of one state meeting and at Continental Congress. She must respond promptly to all requests from the National Vice Chair of Insignia Sales about her availability to work. In the event of a conflict that precludes her from working her assigned meeting, she must work with the National Vice Chair to find a replacement.

All Insignia Volunteers are required to sign a pledge to hold DAR Insignia-related and customer-related information confidential.
Each Insignia Volunteer is responsible for her transportation and meals to work at pop-up DAR Insignia Stores in the states. The National Society is financially responsible for her hotel room. Each Insignia Volunteer is expected to share a hotel room with one other Insignia Volunteer working the same meeting. Hotel costs incurred to work at Continental Congress or at meetings of the state organization in which the Insignia Volunteer holds her membership are the responsibility of the Insignia Volunteer.

**Length of Service**

All Insignia Volunteers are appointed by the President General to terms that conclude with that of the President General. All Insignia Volunteers serve at the pleasure of the President General. The President General will remove a member from the position of Insignia Volunteer for any violation of the confidentiality pledge, mismanagement or losses of funds or inventory, poor job performance, failure to meet service obligations, or other reasons that impair the member’s ability to be a positive and effective ambassador for The DAR Insignia Store.

**Application Process**

Any member interested in serving as an Insignia Volunteer must apply to be considered for the position. An application consists of the completed application form, a resume detailing relevant sales and DAR experience, and two letters of reference from DAR members that attest to the skills required for the position. The applicant submits the application form and the resume to the Corresponding Secretary General, NSDAR. The recommenders submit their letters of reference for the applicant directly to the Corresponding Secretary General, NSDAR with the applicant’s name in the subject line. The applicant must not be copied on the submission. *Any reference letters submitted directly by the applicant will not be considered.* All material should be emailed to Corresponding Secretary General Kathryn West (kwest@dar.org) **by February 15, 2020.**

All applications received will be reviewed by the Corresponding Secretary General NSDAR and the National Chair of the Insignia Committee. They shall make appointment recommendations to the President General.