



# Necrology

You may think necrology is a position that is important only in the chapter. The information acquired and shared by /through necrology is used not only by the State but also by DKG International to recognize and celebrate the contributions of individual members. For that reason, the information shared by the chapter must be accurate and presented in a timely manner.

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## Duties of Necrology

1. Keep accurate records of the deaths of chapter members. This can be accomplished by filing Form 6 immediately after the member's death. All information should be included as it is used in the State Remembrance Ceremony. (Note that copies of this form are sent by you to International Membership Services, State Treasurer, and State Membership Chair.)
  2. Acquire a picture of the member from your chapter collection or from the family to be used in the State Remembrance Ceremony. Send the picture to the State Membership Chair.
  3. Assist with the chapter's memorial service for the departed member. Make sure the State President and District Director are invited to the service.
  4. Inform the State Communications Chair of the death of the member so it will be recognized in the State newsletter.
  5. Annually complete Form 2 which lists all members who have died in the preceding year. This form is sent to the State Membership Chair and your chapter president, and filed with your chapter.
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