

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

First Vice President's Responsibilities and Guidelines

FUNCTIONAL RESPONSIBILITIES OF POSITION

The Primary Function of the 1st VP is to plan, supervise and carryout all of the regular and special Membership Events, Dinners, Luncheons and meetings.

- Presides at all meetings of the Society when the President is absent
- Serves as Chairman of the Supervisory Program Committee which supervises the Subordinate Program Committee and the Hospitality Committee which together plan, promote, supervise and carry out all of the regular and special events for the Membership.
- Serves as a member of the Executive Committee and as a member of other committees as agreed to with the President.
- Work closely with the in-coming 1st VP so that there is a smooth transition and new leadership understands the nature of the prior meetings/events so that there is no duplication of topics or misunderstanding of responsibilities.
- Also see Regulations-WRSSAR

ADMINISTRATIVE RESPONSIBILITIES OF THE POSITION

As the Chairman of Any Committee:

- See Committee Duties & Supervisory Program Committee duties

As the First Vice President:

- Conducts meetings with particular sensitivity to hospitality, agenda priorities and the time available
- Attends as many quarterly and annual meetings of OHSSAR as personal schedule permits
- Maintains and retains correspondence and records of the office in accordance with an up-to-date plan
- Submits to the Treasurer prior to January an annual budget for his office and for any committees that he chairs
- Submits an annual report to the Historian shortly after the Annual Meeting.
- Maintains familiarity with the resource material pertinent for the position
- Makes a special effort to welcome guests and new members at all meetings and to become acquainted with as many members as possible

RESOURCE MATERIAL FOR POSITION

Important: National Handbook, State Handbook, State Regulations, Regulations-WRSSAR, Guidelines for the various committees

Desirable: Robert's Rules of Order or equivalent

COORDINATION (Committees or officers with which the POSITION must communicate)
Historian (Annual Reports); Treasurer (Annual Budget); Program & Hospitality committees.