

Western Reserve Society SAR
Officer, Trustee & Leadership Handbook

Second Vice President's Responsibilities and Guidelines

The Primary Function of the 2nd VP is to supervise the entire new membership process from the application phase, through approval and induction, and promote participation, leadership and attendance by all members in WRSSAR events and programs.

FUNCTIONAL RESPONSIBILITIES OF POSITION

- Responsible for coordinating all matters relating to membership of the Society
- Acts as Chairman of the Membership Committee
- Acts as Chairman of the Members Services Supervisory Committee which oversees Membership Induction, New Member communication, Tracking of the entire New Member process, and the Graves committee. Receive the New Member Packet from the Secretary, Welcome the New Member by phone, schedule the Induction Ceremony (awarding of Rosette), mail the certificate/packet without rosette if no induction is possible, and notify the Board for each new member approved/contacted and when the induction will take place.
- Ensure that the Communications Supervisory Committee chairman receives information about candidates, new members, deaths and news about members. Ask new members to supply a family digital picture, family biography and 300 history of their Patriot Ancestor for publication in the newsletter.

ADMINISTRATIVE RESPONSIBILITIES OF THE POSITION

- Through the committees for which he has oversight, establishes specific objectives to increase membership, integrate new members into the Society and increase the active attendance and participation by all members
- Attempt to contact (or delegate) at least 50 current members by phone, letter or email who live locally but do not attend events, programs or functions in order to encourage their participation or seek their input. Keep a list of those people contacted for the next 2nd VP.
- 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.
- Coordinates the budgets of the committees for which he has oversight to insure consistency with established objectives and submit an annual report to the Historian by December 31.
- 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.
- Maintain the collection of Rosettes for new members and pass them on to the next 2nd VP. If you run out, notify the Treasurer to order 10 additional rosettes.

RESOURCE MATERIAL FOR POSITION

Important: National Handbook, State Handbook, State Regulations, Regulations-WRSSAR, and 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); Membership, Hospitality, Public Relations, Circular.