

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Award Committee's Responsibilities and Guidelines

ADMINISTRATIVE

Maintains a Committee that encourages active participation and input by all its members

Provides an up-to-date list of Committee responsibilities to each Committee member

Submits a proposed annual budget for Committee expenditures

Submits an Annual Report of activities by December 31 of each year.

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman

FUNCTIONAL

Establishes annual goals and plans for the award of medals and certificates to WRSSAR members and non-members

Identifies WRSSAR members who meet criteria for Awards at the National, State and Society levels and recommends qualified individuals for appropriate awards

Actively encourages the recommendations of members for potential awards to both WRSSAR members and non-members

Identifies non-members who meet criteria for SAR awards and arranges for appropriate recognition

Assists the President and Vice Presidents, as requested, in the presentation of awards

Maintains an accurate list of awards presented by WRSSAR and received by WRSSAR and its members from OHSSAR and NSSAR

Informs Publicity Chairman of pending awards in a timely fashion .

Notifies NSSAR as required when specified awards are presented (e.g. the Law Enforcement Medals and the Fire Safety Medal)

SCOPE OF RESPONSIBILITIES

- The Committee administers the awards program for all awards made by the WRSSAR except Boy Scout, ROTC, The Archibald Willard Bowl, Oration Contest, Brochure Contest, Poster Contest, High School Essay Contest, Gates Mills Essay Contest, Flag Awards and Color Guard Service.

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- The Committee reports annually all awards presented by WRSSAR during the year and maintains a running record of **all** SAR awards presented by WRSSAR and received by WRSSAR.
- The Committee submits an annual budget.

COMPOSITION OF THE COMMITTEE

- Weight should be given to experience and continuity when selecting members for the Committee

AWARDS PROCEDURES

- All awards should be made based upon the criteria set forth in the Official Handbook of the NSSAR. The Committee should make a strong attempt to match the award to the relative significance of the Compatriot's contribution to the Society.
- Nominations should be solicited periodically from the Board and Membership.
- Presentation of the Awards should be planned to be throughout the year. Normally the only presentation at the Archibald Willard Dinner is the Archibald Willard Bowl. It may be appropriate to limit awards presented at the Washington Birthday Luncheon in order keep the program on a reasonable time schedule.
- Strong consideration should be given to having a formal resolution or at least prepared remarks to accompany the presentation of medals. The remarks or resolution should include the basis for the award. The pending award should be coordinated with the Publicity Chairman so that publicity can be prepared in a timely manner. Normally the pending award should be kept secret from the recipient.

REPORTS and RECORDS

- The Chairman prepares and submits
 - An Annual Report
 - Reports required by NSSAR or OHSSAR
 - An annual budget
- The Chairman maintains a running record of all awards presented by WRSSAR and of the Awards received by WRSSAR.