

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Archibald Willard Award Committee's Responsibilities and Guidelines

**The immediate prior recipient of the Award normally chairs the Committee.
The Committee is composed of prior recipients.**

ADMINISTRATIVE

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

Prepares annual budget for special events. (bowl, engraving, guests, etc.)

Prepares Annual Report of activities by December 31 of each year

FUNCTIONAL

Manages the process of selecting and awarding of the Archibald Willard Bowl to the outstanding member of the Western Reserve Society. The award is usually presented annually and is given in recognition of outstanding and long service to the Western Reserve Society

Establishes written procedures to guide future Committee Chairman in managing the details. For example, the procedures might cover the following:

- selecting the recipient
- purchase and engraving the bowl
- coordinating the details with the President and the Chairman of the Publicity, Program and Special Events Committees
- presenting the award
- inviting appropriate guests to the event

The Program Committee and 1st VP - in coordination with the Archibald Willard Committee – will:

- Set the date for the Award Dinner
- Pick the location of the dinner
- Will set the menu and pricing in coordination with the Treasurer
- Will select the program / speaker for the event
- Will send out the appropriate flyers or announcements for the event

The 1st VP is ultimately responsible for the successful planning and implementation of this event. The committee shall assist the 1st VP in planning the event.