

***Western Reserve Society SAR
Officer, Trustee & Leadership Handbook***

**C.A.R. 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

Prepares a proposed annual budget for Committee expenditures

Prepares 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

Maintains liaison with the local CAR Chapter and the DAR members who support the CAR Chapter

Provides organizational support to the local CAR Chapter

Ask the current CAR President to write an article for inclusion in the WRSSAR Circular – once per fiscal year.

Promotes CAR activities within WRSSAR

Assists the Chairman, Public Relations Committee, in identifying and preparing material useful for PR purposes regarding WRSSAR's involvement with CAR .

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