

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

**High School Essay & Gates Mills Essay Contest Committee
Responsibilities and Guidelines**

ADMINISTRATIVE

Maintain a Committee which encourages active participation and input by 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

Administers the Knight Essay Contest for WRSSAR & the Gates Mills 4th of July Essay Contest

Establishes annual plans and objectives for improving, publicizing and administering the Essay Contest

About August 1 of each year, checks with the OHSSAR/NSSAR regarding contest rules in place for the upcoming year

Maintains a current mailing list of schools to be sent information about the Essay Contest

Provides the WRSSAR Webmaster appropriate changes for inclusion about the Contest

Works closely with the Chairman, Publicity Committee, to obtain publicity about the Contest

Receives inquiries from potential essayists and responds accordingly

Judges entries and selects winners, etc. (1st, 2nd & 3rd places)

Informs Awards Chair and Treasurer of names of winners for Certificates/Checks