

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

**American Flag 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

Sets up and stores the appropriate flags used at monthly meeting and special meetings

Maintains a program to encourage the nomination of potential recipients of the Flag Flying Certificates

Each year establishes goals for awarding Flag Flying Certificates to individuals and to institutions

Works with the Program Committee or 1st VP to present some facet of flag flying as part of the June monthly meeting

Maintains a program to increase member awareness of flag flying etiquette.

Assists the Chairman, Public Relations Committee, in identifying and preparing material of interest relating to the Committee's responsibilities.