

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Graves 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

Arranges for the reporting and marking of graves for Revolutionary War soldiers in the area

If so requested by the President

- advises families of deceased Life Members that a grave marker is available without cost (only for those paid life members prior to 2015 – not free for newer members)
- advises families of non- Life Members that grave markers may be available under certain conditions
- assists the President in securing and delivering grave markers to the families of deceased members

Per BD action in 2015, all Life Memberships purchased prior to January 1st, 2015, can receive a free SAR grave marker upon request. However, the will be made only upon request of the family. New Memberships purchased after January 1st, 2015, do NOT include a provision for a free grave marker. The Graves committee may assist a family in obtaining an SAR grave marker but at the family's expense.

Assists the Chairman, Public Relations Committee, in identifying and preparing material useful for PR purposes in the area of graves registration.

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