

Western Reserve Society SAR
Officer, Trustee & Leadership Handbook

Genealogist's Responsibilities and Guidelines

(Includes Duties of the Genealogical Committee)

ADMINISTRATIVE

- Chairs the Genealogical Committee
- Maintains a Committee that encourages active participation and input by all its members
- Prepares a proposed annual budget for expenditures.
- Prepares Annual Report of activities by December 31 of each year
- Maintains written procedures, which will facilitate the assumption of responsibilities by a successor.

FUNCTIONAL

- The Genealogical Committee has the primary responsibility in overseeing the review and preparation of applications for prospective members.
- The Committee also assists the New Membership Committee in establishing programs to attract new members and to integrate new members into the Society.
- The Committee provides the Registrar with duplicate original copies of all applications submitted for approval.