

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

**Historic Celebrations Committee's
Responsibilities and Guidelines**

**PROPOSAL TO ELIMINATE THIS COMMITTEE AND
INCLUDE FUNCTION WITH PROGRAM
COMMITTEE/1st VP.**

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 appropriate proclamations by the Mayor of Cleveland for Constitution Week, Washington's Birthday, Veterans Day, Memorial Day, Independence Day and other days deemed by the Board warranting special recognition.

Works with the Chairman, Publicity Committee to promote the recognition of these days by WRSSAR

Suggests appropriate topics to the Program Committee Chairman for the September program commemorating Constitution Week