

Western Reserve Society SAR
Officer, Trustee & Leadership Handbook

Membership Committee's
Responsibilities and Guidelines

The 2nd VP is automatically the chairman of the Membership Committee

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

Establishes objectives and plans for increasing membership.

Establishes objectives and plans for increasing participation of all members

Establishes objectives and plans for integrating new members into the activities of the Society.

Arranges for the presentation of membership certificates to new members

Maintains a file of Junior and Youth Members and coordinates the processing of their applications with the Registrar.

Provides information regarding new members to the Chairmen of the Public Relations and the Circular Committees.

September 2015