

Western Reserve Society SAR
Officer, Trustee & Leadership Handbook

Circular Committee's
Responsibilities and Guidelines

The Chairman of the Circular Committee is the Editor-in-Chief of the WRSSAR Newsletter and serves at the pleasure of the President.

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

Serves as Editor and Publisher of the WRSSAR Circular

- Produce a minimum of 2 newsletters per fiscal year;
- New member biographies, list of all new members in fiscal year, list of deceased members in fiscal year; at least 1 Treasurer's Rpt to membership per fiscal year.
- Make an effort to mention all programs/activities carried out during the year;
- Announce the Annual Meeting and list the in-coming officers and trustees.
- Promote donations and fundraising when possible.

Constantly evaluate the cost of producing/mailing the Circular and advise the Board on ways to reduce expenses.

Prepares an annual plan for publishing the Circular

Communicates the plan and timetable to all officers and to the applicable committee chairmen and indicates what material they should provide for each issue

Prepares the National Application Form for the Carl F. Bessent Competition and submit copies of the Circular to the NSSAR representative so that our Circulars may be considered for Award.

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