

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

**Oration 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

Contacts appropriate high schools to encourage participation in the WRSSAR Oration Contest

Manages all aspects of the WRSSAR Oration contest

Coordinates the participation of the winner of the WRSSAR contest at the OHSSAR level

Works with the Chairmen, Public Relations and Circular Committees to publicize the results of the contest