

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

**Program Committee's Responsibilities and Guidelines**

**The Program Committee is automatically chaired by the 1<sup>st</sup> VP**

**ADMINISTRATIVE**

Maintains an active 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 shortly after the Annual Meeting in January

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman

**FUNCTIONAL**

Responsible for securing appropriate speakers and facilities for all monthly and all special meetings & events & ensures that appropriate facilities and equipment are provided for the speaker

Prepares a short promotional article about the speaker and program for inclusion in the monthly meeting announcement, the Circular, the webpage/Facebook and other publicity.

Provides or arranges for the appropriate introductions of the speakers and for the mailing letters of thanks and the presentation of appropriate certificates or medals to the speakers

Supports the Hospitality Committee in welcoming speaker and speaker's guests and introduces to as many members as practical. 1<sup>st</sup> VP may also Chair the Hospitality Committee.

Maintains close communication with the Treasurer to establish prices for events and publicity.

Per Board 2014:

The Program Chairman is authorized to spend up to \$300 per event without gaining Board approval. The Program Chairman MUST confirm with the Treasurer the availability of those funds which may or may not be available based upon budgetary considerations. If the chairman wishes to grant more than a \$300 payment, the Board must authorize those expenses.

Per Board 2015:

The Program Chair may suggest that members "sponsor" an event in order to help defray costs. To sponsor a luncheon or a dinner, the suggested level is equal to the room rental fee (or greater). Sponsorship includes the President recognizing the donation during the event and the presentation of the Certificate of Appreciation at some point during the event. Sponsoring the event is fully tax-deductible – as a donation to the WRSSAR General Fund – but the donor should consult his own tax adviser. The donor does NOT receive anything in return for the donation: no meal, etc. It is considered purely a donation to the General Fund.

Specific duties for all events and membership meetings:

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The Committee responsibilities include:

- Arranging for (and reserving) the appropriate meeting facility for the event
- Recommending for Board approval the amount to be charged for members and guests
- Selection of the room arrangement, the menu and the bar arrangements
- Arranging for the printing and mailing of invitations
- Arranging for the receipt of reservations and payments
- Arranging for the meal count to be given to the facility
- Informing the Color Guard, the Flag, Awards and Publicity Committees about the details of the event
- Arranging for the preparation of name tags and for special tables/seating requirements
- Arranging for any audio/visual equipment required.
- Assisting the President in the setup of the speakers table
- Assisting the President and the Chairman of the Program Committee in structuring the program
- Arranging for reviewing and paying the charges for the event

2013-Present: the Treasurer has been assuming the duties listed above.