

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

**Public Relations 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. Includes in the annual report copies of all published articles referring to WRSSAR

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

FUNCTIONAL

Establishes goals and a plan annually for having articles appear in the NSSAR Magazine and local newspapers

Works with the Program Committee to prepare appropriate publicity for all meetings including meeting announcements as well as newspapers

Provides the appropriate OHSSAR committee with copies of articles appearing in print

Actively encourages the Officers and Committee Chairmen to recognize and to promote potential publicity opportunities in connection with their committee activities

Maintains liaison with appropriate personnel or staffs at the local media outlets. Provides them with current copies of the WRSSAR Media Guide.