

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

**Regulations Committee's
Responsibilities and Guidelines**

Chairman serves as the Parliamentarian at Chapter, Board of Trustees and Executive Committee meetings

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

Maintains the Articles of Incorporation and Regulations of the WRSSAR

Provides proper language for proposed changes to the Articles and Regulations

Assures that all chapter meetings and activities conform to the Articles and Regulations

Maintains a working knowledge of The National Handbook and The Regulations of the Ohio Society and a general familiarity with Robert's Rules of Order

Chairman serves as the Parliamentarian at Chapter, Board of Trustees and Executive Committee meetings

Insures that the WRSSAR TREASURER files a Certificate of Continuing Existence with State of Ohio every five years.

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