

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

**ROTC Committee's
Responsibilities and Guidelines**

ADMINISTRATIVE

Maintains an Committee which 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 up-to-date details of the cadet recognition programs of the ROTC Units and Sea Cadet Units within WRSSAR's geographical area of responsibility

Prepares and presents the appropriate SAR medals and certificates at the Units' recognition ceremonies

Informs the Board, Public Relations, Circular, Facebook and WebMaster about WRSSAR's specific plans each year for presenting medals and certificates. Assists in preparing material for PR purposes.

Keeps abreast of the National ROTC Program. Informs the Board Members about changes to the National ROTC program and recommends to the Board appropriate action to be taken by WRSSAR

Invites ROTC members to attend a WRSSAR event as our official Guests (free)