

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Registrar's Responsibilities and Guidelines

The Registrar must be able/willing to use email, MSWord/Excel or whatever would be considered the current software and whatever electronic database that the Board requests at that time.

ADMINISTRATIVE

- Prepare a proposed annual budget for Committee expenditures.
- Prepare Annual Report of activities by December 31 of each year
- Maintain written procedures, which will facilitate the assumption of responsibilities by a successor.

FUNCTIONAL

- Maintain the electronic database of all WRSSAR members. Record the relevant data: new member approval, drops for lack of payment, reinstatements, deaths, etc.
- Verify, as far as possible, all statements of ancestors that are made in the membership applications
- Submit at the Annual Meeting the list of members who have died during the past year
- Maintain up-to-date membership database and reconcile the database annually with the Registrar OHSSAR and the WRSSAR Treasurer. Note: the Treasurer does not maintain an official list of who has paid/not paid. The database serves to track those records.
- Maintain the bound volumes of the “original duplicates” of all Membership and Supplemental Applications for WRSSAR
- Maintain a cross-index card file of all WRSSAR members and their patriot ancestors
- Maintain a file of applications for Youth Members and Junior Members and arrange for their conversion to full members on their 18th birthday. Informs the 2nd VP when such Members are about to reach their 18th birthday. Notify the 2nd VP and the OHSSAR Registrar when WRSSAR members reach eligibility for Emeritus Status (50 years).
- Notify promptly the appropriate WRSSAR members, OHSSAR and NSSAR when a WRSSAR member dies. Record the death on the original Application
- Provide the Editor of the Circular the list of new members and those who have died since the last publication.
- Provide an up-to-date mailing list to the appropriate committees/officers when requested.
- Provides supporting documents to the Genealogist and Chairman, Membership upon request.