

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Special Events Committee's Responsibilities and Guidelines

Chaired by the Chairman of the Program Committee

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, in conjunction with the Program Chairman and Treasurer, a proposed annual budget for special events.

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

In conjunction with the President, Program Committee and Treasurer, establishes an annual plan for special events

In conjunction with the President, Treasurer and the Program Committee establishes a specific budget for each special event.

Manages all aspects, except speakers, of the Society's special events. These events include Archibald Willard Night, Washington's Birthday Luncheon and Summer Picnic. The responsibility of the Committee does not include any activity relating to the regular monthly meetings.

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
- Assisting the Program Committee in 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

*September 2015