

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Statutory Agent's Responsibilities and Guidelines

FUNCTIONAL

- The Statutory Agent is the individual designated to receive any Service of Process (SOP) paperwork when the WRSSAR is a party to any legal action such as lawsuits or summons.
- The Statutory Agent is all the designated individual to receive any official notification from local, state or national governmental bodies.
- The Statutory Agent provides his own personal address where the State or Courts send any paperwork or notifications.
- The Treasurer for the WRSSAR is in charge of filing the appropriate paperwork with the State of Ohio declaring the name, address and contact information for the current Statutory Agent. The Statutory Agent should provide his most used home address, phone and email to the Treasurer upon being named to the position.
- The Statutory Agent is an non-voting Officer of the WRSSAR and is appointed by the President with consent of the Board of Trustees.
- The Statutory Agent must inform the Treasurer of any change in address, phone or email so that the Treasurer can update the State of Ohio.

ADMINISTRATIVE

- As an appointed Officer, the Statutory Agent has an important role to play in promoting fellowship within the Society. Part of his duties is to make a special effort at the monthly meetings to greet visitors and new members.
- The Statutory Agent should attend at least the annual State meeting and as many other quarterly OHSSAR meetings as practical.
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