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

## Trustee's Responsibilities and Guidelines

### TRUSTEES

The Trustees primary job is to help review, produce and approve policies and procedures that best serve the interest of the WRSSAR, its members and mission. The following is a list of duties that have customarily been executed by the Trustees of the Society:

- Vote to fill vacancies in unexpired terms of office of all Officers and Trustees except the President
- Vote to establish all membership fees (Life Membership, Adult Membership, Jr Membership, Supplemental Membership, etc) and all charges to members (event fees, etc)
- Delegate duties to the Officers in addition to those that usually appertain to their offices
- Approve specific standing committees appointed by the President
- Approve surety bond amount for Treasurer
- Receive reports from officers and committees
- Approve investment criteria for the Consolidated Funds
- Monitor financial reports from the Treasurer to ensure proper money management and oversight.
- Ensure that all legal documents, tax and financial reporting is submitted to the appropriate entities on time and accurately.
- Perform the duties described in Article VII of the Regulations

### ADMINISTRATIVE

- Each Trustee, as an elected Officer, 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.
- Each Trustee should attend at least the annual State meeting and as many other quarterly OHSSAR meetings as practical.