

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Veterans Committee's Responsibilities and Guidelines

ADMINISTRATIVE

Maintains a 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 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

Establishes and presents to the Board and implement an annual plan* for WRSSAR to recognize and assist veterans

Arrange for a minimum of 2 Veterans to be the official Invited guests (free) to our annual Veterans Day Membership Meeting

Provides timely information about the current activity of the Committee to the Board, Public Relations Committee and Communications Supervisory Committee

* The plan might include

- special visits to Veterans Homes (by the Color Guard or SAR members not in uniform),
- collecting clothing for veterans,
- assisting the Program Committee in developing an appropriate programs for Veterans Day in November and a Flag Day in June,
- possible involvement of nearby SAR Chapters in select veterans activities