

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

**Information Technology 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, which will facilitate the assumption of responsibilities by a successor

FUNCTIONAL

Maintains the WRSSAR web site and communicate regularly with the Facebook master and the Editor of the Circular.

Reviews periodically the contents of specific pages with the appropriate committee chairmen to verify the correctness of the information shown

Works with the Chairman, Public Relations & Publicity to solicit ideas to enhance the publicity value of the web site

Encourages WRSSAR members to use the web site and e-mail for WRSSAR business

Assists WRSSAR Members and Committees in the use of computers for WRSSAR business

WORKS to promote the website as primary tool for communication with all members and thus reduces the COST of printing and mailing fees.

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