

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

Chaplain's Responsibilities and Guidelines

ADMINISTRATIVE

- Prepare a proposed annual budget for Committee expenditures.
- Prepare an Annual Report of activities by December 31 of each year
- Maintain written procedures, which will facilitate the assumption of responsibilities by a successor.

FUNCTIONAL

- Conduct the religious functions of the WRSSAR and open all meeting with usual and proper non-denominational services.
- Send a letter of condolence to the family of any deceased SAR members in addition to / or in conjunction with the President.

January 2009