

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

President's Responsibilities and Guidelines

PRIMARY RESPONSIBILITIES OF POSITION

- Presides (Welcome and Lead) at all meetings of the Society
- Maintains oversight of the activities of all committees. The President is Chairman of the Operations (supervisory) Committee. Convene at least 1 meeting per year of all subordinate committees (may be phone/email/in-person): Awards Committee, Regulations Committee, Nominating Committee, Strategic Planning Committee—when needed, Consolidated Funds Committee, Finance Committee, Audit Committee. If any of these committees or chairmen are inactive or not functioning appropriately, either assume leadership to make active or name a replacement chairman. Ensure that each subordinate committee chairman writes an objective for the upcoming year and a summation report at the end of the year or do it yourself.
- In conjunction with the First Vice President and the Second Vice president presents to the Board in writing two or three objectives for the year to increase meeting attendance, increasing membership and strengthen the outreach programs. Presents concise periodic reports to the Board on the progress toward achieving these objectives.
- Reviews the proposed budget with the Treasurer and the Chairman of the Finance Committee prior to its presentation to the Board to insure that it is consistent with the objectives and long range plans of WRSSAR
- Also see Regulations of WRSSAR

ADMINISTRATIVE RESPONSIBILITIES OF THE POSITION

- Conducts/leads all Membership Meetings and Board of Trustee meetings with particular sensitivity to hospitality, agenda priorities and the time available. The President may convene or cancel a meeting per WRSSAR Regulations.
- Selects all committee chairmen for the new year prior to January 1st of the upcoming year.
- Trains the First Vice President to succeed the President.
- Attends as many quarterly and annual meetings of OHSSAR as personal schedule permits.
- Reports WRSSAR activities quarterly to OHSSAR. The fourth quarter report is an annual report. An annual report should be submitted to the Historian shortly after the Annual Meeting in January.
- Maintains and retains correspondence and records of the office in accordance with an up-to-date plan.
- Maintains familiarity with the resource material pertinent for the position.
- Makes a special effort to welcome guests and new members at all meetings and to become acquainted with as many members as possible.
- Writes letter of condolence to the family of a deceased. (Life Members are eligible for a free SAR grave marker but per BD vote 2015, do not offer this, only approve if requested.

RESOURCE MATERIAL FOR POSITION

Important: National Handbook, State Handbook, State Regulations, Regulations-WRSSAR, Guidelines for the various committees,

Desirable: Robert's Rules of Order or equivalent

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COORDINATION (Committees or officers with which the POSITION must communicate)
Program Committee (meeting agenda, introductions, etc.); Historian (Annual Reports); Finance
Committee Chair (Annual Budget); Awards Committee (for awards approved by the Executive
Committee), Registrar (death notices)

September 2015