

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

Speaker's Bureau - 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

- The Speaker's Bureau shall develop a list of potential speakers who are able to talk about topics related to the mission of the SAR. These speakers may be members of the SAR, family, friends or acquaintances. These speakers would be available to talk to any civic group, school, or organization on topics such as:
 - American History
 - Patriotism
 - The History of the US Flag and other US symbols
 - The Revolutionary War
 - The history, purpose and function of the SAR and the WRSSAR.
- The Speaker's Bureau shall also develop a list of possible speakers or topics for SAR programs. This list should be shared with the Program Committee Chairman upon his taking office.
- The Speaker's Bureau is part of the WRSSAR's function to educate the public on topics related to our mission.