

## **GODFREY DREHER CHAPTER – SAR - DUTIES OF OFFICERS**

The **PRESIDENT** shall preside at all meetings of the Chapter and Executive Committee and shall have a casting vote. He shall recommend strategic and tactical activities that will be undertaken by the Chapter during his term of office and shall appoint all general and special committees necessary to carry out the work and programs of the Chapter during his term, subject to the review and consent of the Executive Committee. The President shall represent the Chapter at all external meetings and the Vice-President of Development shall be the alternate delegate either to attend with the President, or in the event the President cannot be present. (ex. the SCSSAR Board of Governors meetings).

The **VICE PRESIDENT OF CHAPTER EVENTS AND DEVELOPMENT** takes the place of the President in the absence of the President.

He coordinates and organizes chapter events beyond the chapter. Specifically, the Vice President Chapter Events and Development is responsible for grave markings and encouraging participation in SCSSAR events and activities.

He attends the Board of Governors meetings or appoints a chapter voting representative who agrees to represent the chapter in his place and report to the chapter at the next business meeting.

He assists the President with his duties and projects where possible when requested.

The **VICE PRESIDENT OF PROGRAMS** shall be responsible for assisting the President in identifying and obtaining speakers and/or programs for the chapter meetings. He shall assist the President in coordinating presentations and other aspects of the meeting.

He may volunteer to assist the president with duties necessary to conduct the meeting including hosting speakers and guest during the meeting.

He will furnish information to the Chapter Secretary or others concerning the speakers, topics, and events that are part of the chapter meeting. This may include information for Quarterly Reports, News article information, or information for chapter records.

He coordinates with the Chaplain and the Commander of the Color Guard in their duties with the chapter meeting.

The **VICE PRESIDENT OF TECHNOLOGY** shall be the Chapter Presidents' principal officer responsible for leading and achieving all Chapter technology centric goals and objectives. Possible goals and objectives the Vice President might elect to pursue, but not limited too, are the following:

1. Assess and recommend technologies, operations dynamics and documentation standards that improve Chapter meeting content, presentation, participation, and infra-structure.
2. Assess and recommend technologies that improve communications, relationships, and interactions with the community.
3. Assess and recommend technologies that improve Chapter Compatriot interest and participation in the activities of the Chapter.
4. Provide the President with an independent critical assessment of Chapter general areas of performance and participation strength and weakness.
5. Provide administrative leadership to all existing technology Chapter functions to include Directors of the Website, Face Book, Newsletter, Voting System, and meeting presentation methodology.
6. Other goals and objectives as assigned by the President.

The **SECRETARY** shall take and maintain an attendance report for all meetings. He shall prepare and maintain minutes for all regular meetings. He shall furnish a copy of meeting attendance and minutes to the webmaster by e-mail at least a week before the next scheduled meeting. He shall have charge of the Bylaws and records of the Chapter and record any approved changes and furnish a copy of any approved changes to the webmaster. He will serve as a member of the Executive Committee and record the minutes of the same.

The **TREASURER** shall collect and maintain all operating funds of the Chapter. All funds shall be deposited in a banking institution approved by the Executive Committee and shall be placed to the credit of the Godfrey Dreher Chapter of the Sons of the American Revolution. The Treasurer shall expend funds of the Chapter only as budgeted. He shall keep a true account of receipts and disbursements and render a report of the same to the Chapter at the Chapter meetings. He shall also make such other reports as may be requested by the SCSSAR for tax purposes. The fiscal year of the Chapter, for tax purposes shall be the calendar year.

The **REGISTRAR** shall assist new applicants and examine all applications and supporting documentation for membership in the NSSAR and report to the Chapter the status of applications at all regular meetings. He shall examine supplemental applications in a similar manner.

The **GENEALOGIST** shall assist the Registrar by conducting genealogy research on assigned potential candidates and, if qualified, may serve the Registrar in application reviews.

The **HISTORIAN** shall assist the Vice President Programs and Events in securing program speakers on topics pertaining to our American heritage and history. He shall coordinate chapter grave markings for patriots and compatriots. He shall also arrange and coordinate for the chapter to be represented at one or more commemorative events per year.

The **CHAPLAIN** shall lead an Invocation and Benediction at the beginning and close of each Chapter meeting. The Chaplain may be assigned such other duties by the President, like assisting with chapter events and grave markings.

The **COMMANDER OF THE COLOR GUARD** shall be responsible for the display, storage and maintenance of the the Chapter flags, flag poles and flag stands. The Commander must be trained and aware of proper etiquette, rules and guidelines for displaying and respecting of the Chapter flags.

The **COMMANDER OF MILITIA** shall be responsible for the leadership of "period uniformed" Compatriots that desire to participate in performing the function of a uniformed color guard to the Chapter flags at grave markings, parades and meetings. The Commander may, if desired, initiate classes in drilling of Compatriots with muskets.