

DUTIES OF CHAPTER PRESIDENT

The Chapter President shall:

1. Preside at all meetings of the Chapter and shall exercise the usual functions of a presiding officer under the general rules of the subject Chapter.
2. Appoint all committees and shall be an ex-officio member of all committees, except the Nominating Committee, of which he shall not be a member.

The Chapter Nominating Committee shall meet no later than two months prior to the State Annual Membership Meeting. This is to allow the new officers to be installed prior to the State Meeting. The Nominating Committee shall normally consist of three (3) or more active dues paid members of the Chapter.

3. Perform other representative duties on behalf of the Chapter, either in person or by correspondence.
4. Enforce strict observance of the Constitution and By-Laws of the Chapter.
5. Inform the Vice-President (or Senior Vice-President on all matters.
6. **Attend the Annual Membership Meeting and the three Board of Directors' meetings held quarterly by the State Society. The Chapter President by right is a member of the State Society Board.**

DUTIES OF CHAPTER VICE-PRESIDENT

The Chapter Vice-President shall:

1. In the absence of the President, preside and perform the duties of the President. In some Chapters, the Vice-President will be responsible to arrange programs for the Chapter meetings.
2. In some Chapters, keep all medals and certificates with an accompanying inventory for each.
3. Be in charge of membership recruitment for the Chapter and membership retention.
4. Work with the President as requested.
5. **Assume the duties of President in the event of the death, disablement, or unwillingness to serve of the Chapter President.**

DUTIES OF CHAPTER SECRETARY

The Chapter Secretary shall:

1. Take minutes of the Chapter meetings, prepare and mail monthly meeting notices. Some Chapters include the minutes with the monthly meeting notices. Read the minutes of the previous Chapter meeting at the Chapter meeting.
2. Keep a detailed membership list and assure that the Treasurer has an up-to-date copy of same.
3. Be responsible for keeping the list of new Chapter Officers, including addresses, phone numbers and nine digit zip codes. A copy of these should be given to the following no later than March 31:
 - a. Each officer of the Chapter
 - b. Missouri Society State President and Missouri Society Executive Secretary
 - c. Through the Executive Secretary, to the National Society SAR office in Louisville, Kentucky.
4. Give to each new Compatriot a copy of the Chapter Constitution and By-Laws; Missouri Society, Constitution and By-Laws (when requested); and the name and address where the new member may obtain the latest issue of the National Constitution and By-Laws.

DUTIES OF CHAPTER TREASURER

The Chapter Treasurer shall:

1. Keep a list of current members, collect, and record money received from members. In some Chapters, the Treasurer is responsible for collecting and paying for the meeting meals. The Treasurer should keep an accurate list of all monies deposited to the Chapter account.
2. Allow the Audit Committee to examine the Chapter accounts a minimum of once a year.
3. Maintain a current accounting of all monies belonging to the Chapter and shall report same to the Secretary at each meeting and to the membership as requested by the President.
4. Mail dues notices to the members (usually October or November). Upon receipt of each member dues, he will issue to him a membership card for the following year at the meeting or by mail. The dues are due to the State Society by January 1st.
5. Record each payment of membership dues. It is recommended that the Chapter Treasurer keep a record of the check number and date of each check, as well as the date received by the Chapter.
6. Record each member's paid dues on the forms provided by the MOSSAR Executive Secretary for reporting dues to the State Society.
7. Coordinate with the Secretary for those forms required to reinstate members. There is currently no reinstatement fee required by the National Society; however, the Missouri Society requires a \$3.00 reinstatement fee! These figures are subject to change without notice. The most current fee schedule is a part of an insert in the **Summer Issue of the Missouri Compatriot**.
8. Send a list of paid members, National and State Dues, and a check made payable to: **Missouri Society SAR**, for both sets of dues to the Missouri Society, Executive Secretary by the first of the month. **Dues are due by January 1st of each year.** Reinstatements and late filings should be sent by the first of February and first of March. **Last filing date is March 15th of each year.** After that, a reinstatement form + the \$3.00 fee will be required for each member's dues.
9. Prepare an end-of-year financial report for the year ending December 31st. A copy of this financial record should be sent in writing to the MOSSAR Executive Secretary no later than March 15th.

DUTIES OF CHAPTER TREASURER (Cont.)

10. Be responsible for obtaining an IRS Employer Tax Identification Number and filing same with the Missouri Society SAR in the annual tax exemption filing.
11. Pay all debts of the Chapter upon presentation of documentation with authority to expend funds. Many Chapters require a double signature account, i.e. checks requiring the signatures of both the Treasurer and Chapter President. This is a highly recommended procedure.

DUTIES OF CHAPTER CHAPLAIN

The Chapter Chaplain shall:

1. Perform the Invocation and Benediction for each Chapter Meeting as called for by the Chapter President.
2. Coordinate the Obituary reporting with the Chapter Secretary and Chapter Historian.
3. Maintain a current list of members who have passed away during the membership year and provide this list to the MOSSAR Chaplain no later than March 15. This is to allow time for printing of the Necrology for the Annual Meeting.
4. Perform other duties which may be assigned to him by the Chapter President.

DUTIES OF CHAPTER HISTORIAN

The Chapter Historian shall:

1. Maintain the Chapter History. It is recommended that the Chapter Historian collect newspaper clippings, photographs, etc. for use in maintaining the Chapter Scrapbook, if the Chapter maintains one.
2. Coordinate with the Chapter Chaplain and Chapter Secretary on recording the biographies (and submittal of the Obituary forms) on deceased Chapter members.
3. Prepare and send Chapter news to the Editor of the **Missouri Compatriot** and the editor of the **SAR Magazine** as required. Please note: many Chapters assign this duty to the Secretary or the President.
4. Send to the MOSSAR State Historian the Chapter Annual report no later than April 1st of each year.

DUTES OF CHAPTER SERGEANT-AT-ARMS

The Chapter Sergeant-at-Arms shall:

1. Take care that all flags and signs are properly displayed at all regular and special meetings of the Chapter.
2. Have care and custody of the Chapter's Charter and see that it is available when needed by the Chapter.
3. See that name cards are prepared for the use of all new members and that name cards of all members are available for use at each meeting of the Chapter.
4. Be responsible that good order is maintained during the meeting.
5. Ensure that the meeting room is properly prepared.
6. Perform other duties which may be assigned to him by the Chapter President.

DUTIES OF THE CHAPTER PROGRAM CHAIRMAN

The Chapter Program Chairman shall:

1. Be appointed by the Chapter President
2. Arrange for speakers, entertainment, or key recognitions for each Chapter meeting.
3. Coordinate with the Chapter President for programs through- out his term.
4. Inform the Chapter Secretary of up-coming programs so that announcements can be sent to the membership.
5. Send a thank-you note or some other recognition to the past speaker.

Editor's Note: Next to the Chapter President, the Program Chairman is the most important position in the Chapter. Without good programs many of our Chapters have endured hard times or have disbanded. A good program is one of the most effective recruiting tools for increasing memberships. It brings the members to the meetings, urges them to bring guests, and keeps the interest of the membership.

DUTIES OF THE CHAPTER EAGLE SCOUT CHAIRMAN

The Chapter Eagle Scout Chairman shall:

1. Coordinate with the State Eagle Scout Chairman the presentation of the appropriate recognitions for each Scout from his Chapter's assigned area.
2. Assure that each Eagle Scout has been properly briefed in what is expected from him.
3. Act as the lead in reviewing the Eagle Scout applications to determine the Chapter Eagle Scout Award recipient.
4. Coordinate the Chapter winner's attendance at the Chapter meeting for presentation of the medal and for the Scout's delivery of his winning essay.
5. Act as liaison between the Chapter and the local Boy Scout Council.
6. Assure that the State Chairman has received all of the Eagle Scout applications from his Chapter in a timely manner, so that the State Chairman can make sure that the State Review Committee can review all applications at the same time to determine the State Eagle Scout Winner.
7. Arrange for the Chapter's Eagle Scout Winner to attend the Annual Membership Meeting if the Scout is the State Eagle Scout Winner.
8. Handle all Chapter's correspondence and coordinate with the State Chairman and National Chairman as required.

**DUTIES OF THE CHAPTER JOSEPH S. RUMBAUGH HISTORICAL
ORATIONS CHAPTER CHAIRMAN**

The Chapter Orations Chairman shall:

1. Recruit contestants from qualified young men and women in the local communities by contacting schools, churches, local young peoples' clubs, etc..
2. Assure that each candidate has been properly briefed in what is expected from her/him.
3. Arrange for a contest at the local chapter level.
4. Plan for the Chapter's winner to attend the Annual State Membership meeting.
5. Handle all the Chapter's correspondence and coordinate with the State Chairman and National Chairman as required.

DUTIES OF CHAPTER MEDALS AND AWARDS CHAIRMAN

The Chapter Medals and Awards Committee Chairman shall:

1. Coordinate with the State Medals and Awards Chairman the presentation of Reserve Officers Training Corps (ROTC). These medals are usually presented at dress parades to outstanding Cadets in the ROTC programs throughout our school systems. Every effort should be made to support these programs by SAR representations at the parades.
2. Review Chapter awards to assure compliance with the Medals and Awards section of the National Society's Official Handbook.
3. Report the names and awards of Chapter recipients to the State Medals and Awards Chairman for those awards that have restricted qualifications.

