

*Detroit Metropolitan Chapter
of the
Michigan Society
Sons of the American Revolution*



*Chapter Officer
Responsibilities
2015 Handbook*

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NOTE: This Handbook expands the duties listed in the Chapter's By Laws and is presented as GUIDE to the Chapter's Officers. It is not meant to be an official duty listing, but an extension of the duties denoted in the Chapter's Constitution and By Laws. Newly appointed officers may refer to this Handbook to better understand their responsibilities and use it to relate to the other officers of the Chapter the result being a smooth, efficient and effective organization.

The Handbook was produced in support of the 2014-2015 revisions and updates to the Chapter's Constitution and By Laws and drafted by Gene Tomlinson, VP Detroit Metro Chapter, 10/30/2014

Responsibilities of the Board of Governors

The Board of Governors of the Detroit Metropolitan Chapter of the MISSAR shall have the responsibility to control and manage the affairs, funds and property of the Chapter as defined in the By Laws, Article III, Section 1. The Board of Governors shall be made up of the Chapter Officers and Committee Chairmen and It shall have power:

- a. To accept resignations from office and from membership.*
- b. To fill vacancies, except that of President.*
- c. To direct the President to call a Special Meeting of the Board of Governors or of the general membership.*
- d. To remove a Compatriot from office and to remove a Compatriot from the roster of active membership in the Chapter as here in after set forth in ARTICLE IX.*
- e. To authorize such special committees as it may deem necessary.*

Responsibilities of the Chapter Trustees

The Chapter Trustees shall be the Chapter President and another officer appointed by the President. In accordance with the By-Laws Article IV, Section 2, *they shall serve as the Chapter's Representatives (trustees) to the State Board of Directors. The President may select an alternate to serve as an alternate trustee with the approval of the State President having the rights and duty to vote and take part in the State Board of Directors meetings.*

In addition they shall provide a written report of the Chapter's activities for the prior quarter of the year and of upcoming activities of the Chapter.

They shall have the authority to accept and host a Board of Directors meeting of the State Board of Directors and provide support to the Officers of the State Society as required by the State President.

Responsibilities of the Chapter President

1. The President shall perform all the responsibilities of the office as defined in the By-Law, Article IV, Section 3 that is quoted below in italics.

Section 3 - President

- a. The President shall preside at all meetings of the Chapter and of the Board of Governors and have a casting vote. He shall prepare and distribute an agenda of the business to be conducted by the Board of Governors. In addition he shall exercise the usual functions of a presiding officer, and shall enforce strict observance of the NSSAR and MISSAR By-Laws, and Chapter B-Laws.*
- b. He shall appoint the following Standing Committees: Auditing and Finance, Membership, Nominations and Programs and such other committees as may be authorized by the Chapter's Board of Governors and any other committee not otherwise provided for and shall be an ex-officio member of all committees except nominations.*

- c. *In the absence of the President at any meeting or his incapacity to continue in service for any reason, his duties shall be assumed by other officers in the following order: First Vice President, Second Vice President or such other person as designated by the board of directors.*
- d. *The President may dismiss any or all members of any committee for inaction or for a good and just cause.*
- e. *He shall serve on the MISSAR Board of Managers as provided for in MISSAR By Law No. 3, Section 2, and shall attend the MISSAR Annual Meeting, Fall, Winter, and Spring Board of Managers Meetings, and such other MISSAR meetings as specified in the MISSAR Bylaws. The First Vice-President shall serve as an alternate if the president is unable to attend the MISSAR Meetings,*
- f. *He shall be responsible for submitting an annual report to the MISSAR secretary as provided for in MISSAR By Law No. 2, Section 3.*
- g. *He shall be a co-signer on chapter banks accounts.*

Additional duties of the President

- 2. He shall recommend activities that will be undertaken by the chapter during his term of office.
- 3. He shall represent the chapter in person, or assign an alternate, at public presentations. He shall respond to all correspondence directed to the president of the chapter.
- 4. He shall inform the vice-president(s) on all matters concerning their offices in a timely fashion.
- 5. He shall receive all new members and supplemental member certificates from the MISSAR secretary, and schedule an induction ceremony.
- 6. He will keep the members of the board of governors informed at all times and seek their concurrence on matters of chapter importance.
- 7. He shall hold and maintain in good order certain chapter property related to the performance of his duties, including, the president's gavel, the President's neck ribbon and Medal and the past president's documentation.

Responsibilities of the First Vice President

1. The First Vice President shall perform all the responsibilities of the office as defined in Article IV of the B Law, Section 4 which is quoted below in italics.

Section 4 – First Vice President

- a. He shall function in the absence of the president, or upon the president's inability to act, and shall perform such duties as may be specifically assigned to him.*
- b. He shall attend the Annual MISSAR Membership Meeting and Fall, Winter, Spring Board of Managers Meetings.*
- c. He shall be the Chairman of the Program Committee and member of the finance committee unless otherwise provided by the Board of Governors.*
- d. He shall cooperate with the President and the Treasurer in scheduling and arranging all meetings and for arranging chapter meetings and maintenance of the chapter annual calendar to assure that does not conflict with the MISSAR or the NSSAR meetings.*
- e. He shall confer with the Treasurer and /or President in establishing the cost of meetings to the members.*
- f. The First Vice President is first in line for succession to the office of president.*

Additional duties of the First Vice President

2. He shall, with the concurrence of the board of governors, set the theme for the monthly meeting programs, arrange for guest speakers, obtain and forward to the communications director, speaker biographies and other information as required for publicity purposes.
3. He shall assist the president and board of governors in the activities of the chapter as requested.
4. He shall, as chairman of the program committee and of the finance committee, be responsible for monitoring the assets in various restricted funds, ensuring that requests for disbursements are promptly responded to, and approve or disapprove with majority vote of the finance committee all appropriate requests for disbursement of these restricted funds.
5. At general meetings of the Detroit Metropolitan Chapter, the First Vice President will act as host jointly with the president to greet members, guests and visitors and to perform any required introductions during the Social Hour.
6. He shall ascertain with support from the Secretary, names for visiting D.A.R., officers and any other V.I.P.'s that should later be introduced. These names should be given to the President with all pertinent information.

Responsibilities of the Second Vice President

1. The Second Vice President shall perform all the responsibilities of the office as defined in Article IV of the Chapter Bylaw, Section 5 which is quoted below in italics.

Section 5 – Second Vice President

- a. The Second Vice President shall function in the absence, or inability to act, of both the president and 1st vice-president.*
- b. He shall be chairman of the education committee.*
- c. He shall perform such other duties as may be specifically assigned to him by the president.*
- d. The Second Vice President is second in line for succession to the office of president.*

Additional duties of the Second Vice President

2. He shall assist the president and first vice-president in the activities of the chapter as requested.
3. He shall be a member of the finance committee.
4. He shall be the chairman of the education committee and will recommend chapter members to the president as sub-committee chairmen. He will insure that sub-committee chairmen prepare rules and procedures for their assigned programs. The rules and procedures shall be approved by the board of directors.
5. Current education programs potentially to have continued sponsorship by the chapter include:
 - a. Americanism Elementary School Poster Contest (NSSAR).
 - b. George S. and Stella M. Knight High School Essay Contest (NSSAR).
 - c. Arthur M. & Berdena King Eagle Scout Scholarship (NSSAR).
 - d. Tom & Betty Lawrence American History Teacher Award (NSSAR).
 - e. Joseph S. Rumbaugh Historical Oration Contest (NSSAR).
6. He will assist the sub-committee chairmen in the performance of their duties.
7. He shall recommend new educational activities to the board of directors that he believes to be worthwhile and compatible with NSSAR, MISSAR and chapter goals and objectives.
8. He shall insure that policies for budgeted annual expenses for educational programs of the chapter are revised to conform with constraints in creating a balanced budget. After Chapter adoption of a balanced budget, he shall insure that annual expenditures remain within the budgeted amounts, unless directed otherwise by the board of governors.

Responsibilities of the Secretary

{Note: the Chapter Secretary is the sole point of chapter contact with the MISSAR secretary.}

1. The Secretary shall perform all the responsibilities of the office as defined in Chapter By Law Article IV, Section 6 which is quoted below in italics.

Section 6 - SECRETARY

- a. He shall conduct the general correspondence of the chapter and such other matters as may be directed by the president. He shall have charge of the official chapter copy of the Detroit Metropolitan Chapter SAR Articles of Incorporation, Constitution and By Laws, records, and handbook.*
- b. He shall prepare minutes for all Board of Governors meetings and a summary of membership and Board of Governors meetings. Board of Governors meeting minutes shall be approved by the board. He shall record and include as part of the minutes the names of all members present and shall indicate the number and names of all guests. Minutes of all meeting shall be saved by the Chapter Historian or Secretary and available to members via e-mail.*
- c. He, together with the presiding officer, shall certify all acts of the chapter, including lists of delegates to MISSAR and NSSAR meetings, establish a quorum at meetings of the board of governors, annual chapter meetings, maintain this Officer's and Committee's Responsibility Manual.*
- d. He shall keep fair and accurate records of all memberships, proceedings and orders of the chapter, and shall give notice to the several officers of all votes, orders, resolves and proceedings of the chapter affecting them or appertaining to their respective duties.*

Additional duties of the Secretary

2. He shall keep a current listing of current chapter officers, addresses, telephone numbers and e-mail addresses, and provide updates to each chapter officer and forward a copy to the MISSAR secretary no later than March 1 of each year.
3. He shall notify all members of their election, and shall, under direction of the President, give due notice of the time, place and agenda of all meetings of the chapter or board of governors and shall attend the same.
4. He shall mail or e-mail as appropriate a copy of the minutes of the Board of Governors to each of its members when directed to do so by the president.
5. He shall maintain a photocopy of each record copy application, membership certificate, biographies, and obituaries, which may be a digitally imaged copy, received from NSSAR.
6. He shall forward original record copy applications and membership certificates to the president; transmit copies to the treasurer, registrar and vice-president for membership; and insert a hard copy in the chapter membership binders.

7. He shall sign all certificates requiring the secretary's signature.
8. He shall maintain the master electronic copy of the chapter handbook and forward updated versions to the communications director for posting on the chapter website.
9. He shall notify new members of the website address where the NSSAR, MISSAR and chapter handbooks may be downloaded.
10. He shall notify the chapter members eligible to vote of the time, place and agenda of any annual or special meeting at least twenty (20) days in advance of the meeting.
11. He shall notify the MISSAR secretary of all roster changes (e.g., transfers of membership, change of address, telephone number and email addresses), deaths, etc.
12. He shall provide the Detroit Metropolitan Chapter Treasurer a quarterly updated roster on or just before the end of each quarter and accurately prepare e-mails (and "snail mail" as required) to the Detroit Metropolitan Chapter membership about upcoming monthly meetings.
13. He shall update NSSAR database when a change of member information occurs, as needed.
14. He shall submit an electronic NSSAR notice of death upon notification of a member's death, as needed.
15. He shall respond to information inquiries from members and non-members as needed.
16. He shall sort the chapter roster by zip code, age, membership date as requested by chapter officers and committee chairmen.

Responsibilities of the Treasurer

1. The Treasurer shall perform all the responsibilities of the office as defined in Chapter By-Laws Article IV, Section 7 which is quoted below in italics.

Section 7 - Treasurer

- a. It shall be the duty of the Treasurer to keep the books of the Chapter on a fiscal year basis. Such fiscal year shall begin on the first of April and shall end on the Treasurer shall report on the financial transactions of the Chapter during the immediately preceding fiscal year.*
- b. The Treasurer shall keep a record of all funds received and disbursed by the Chapter, in a book belonging to the Chapter and which will become part of the historic records.*
- c. All disbursements shall be signed by one of the following officers: President, the Secretary or the Treasurer.*
- d. The Treasurer shall assist in establishing the meeting cost to members and provide advance cash deposits. He shall receive all reservations for meetings and provide the final attendance count.*
- e. He shall disburse all money required for the meeting costs in a timely manner.*
- f. The Treasurer shall provide full disclosure of all aspects of Chapter finances to, and shall cooperate with the Auditing and Finance Committee.*

Additional duties of the Treasurer

1. He shall collect and keep the general operating funds of the chapter. Funds shall be deposited in a banking institution approved by the board of directors and shall be placed to the credit of the Detroit Metropolitan Chapter of the MISSAR of the Sons of the American Revolution.
2. He shall expend chapter funds only as directed by the Board of Governors through the adoption of a budget or by specific direction of the Board of Governors for a particular item. Payments for unbudgeted expenditures shall be pre-approved by the board of directors.
3. He shall maintain a record of all chapter funds and assets.
4. He shall serve as a member of the finance committee.
5. He shall allow the audit committee to examine the chapter accounts.
6. He shall submit an income and expense report to the Board of Governors at chapter meetings.
7. He shall assist the President and first vice-president in the activities of the chapter as a member of the finance committee.
8. The Treasurer shall be responsible for communication with the finance committee and the outside auditing firm/individual retained by the chapter as well as monitoring compliance on agreements between the chapter and various institutions in which funds of the chapter are kept. He shall allow the auditor to examine the chapter accounts a minimum of once a year.
9. The Treasurer shall report on the financial matters of the Chapter to the Board of Governors at the monthly Board of Governors meeting and as requested during Chapter's monthly meetings. A copy of the treasurer's report shall be available to any member upon written request to the president. A copy of this report shall be placed in the archives of the society for future reference.
10. Keep financial records by the Detroit Metropolitan Chapter's fiscal year. Such records shall be in sufficient detail to permit comparison with the established budget, and to serve as the basis for the establishment of the following year's budget.
11. Following the induction of the new officers at the chapter annual meeting, he shall make an appointment at an agreed upon Banking Institution as designated by the Board of Governors with the new Chapter President, Secretary and if applicable, the new Treasurer to register the President and Treasurer as the members of the Chapter with signature authority on the chapter's bank account(s). All signatures on the forms must be witnessed by the bank's notary representative.
12. Advise the Secretary of any changes in status or address received via check.

Responsibilities of the Genealogist

1. The Genealogist shall perform all the responsibilities of the office as defined in Chapter By Law, Article IV, Genealogist, Section 8 which is quoted below in italics.

Section 8 – Genealogist

Note: The Genealogist shall be knowledgeable as to genealogical research and provide guidance when requested by a prospective member. The Genealogist may request assistance from the Michigan Society Genealogist.

- a. He shall assist the MISSAR registrar, the Chapter's board of governors, and others who may request help in preparing application papers for membership.
- b. If the research is extensive he shall be allowed to negotiate appropriate fees with the applicant, without cost to the chapter.

Additional duties of the Genealogist

1. The Genealogist shall provide support to the MISSAR registrar and all prospective Detroit Metropolitan SAR members as they work to complete their application for membership. Searches for documentation to verify prospective member's lineage and the relationship of that lineage to a Revolutionary soldier or supporter to the American Revolution will be provided.
2. He assists prospective members of discrepancies with pending applications and shall work with the MISSAR registrars to correct applications and forward them to the MISSAR registrar who, in turn, forwards them to NSSAR genealogy staff for examination that can lead to final approval.
3. The genealogist shall examine all applications for membership in the NSSAR and, in conjunction with the registrar, approve those applications found to be in accordance with the policies, criteria and procedures established by the NSSAR Genealogist General and Genealogy Committee and the provisions of the NSSAR Constitution and By-Laws.
4. He works with the NSSAR Staff Genealogist in reviewing applications that have been pended or otherwise held up for additional information from the applicant. He should also assist the applicant in obtaining the necessary documentation requested.
5. He keeps the chapter informed of changes and new policies recommended by the NSSAR genealogy committee and the NSSAR Genealogist General.
6. He makes himself available to any member of this society for assistance in preparing applications for prospective members or for preparing their supplemental applications.

Responsibilities of the Historian

1. The Historian shall perform all the responsibilities of the office as defined in Chapter By Law, Article IV, Section 9 which is quoted below in italics.

Section 9 – Historian

The Historian should maintain copies of the Secretary's meeting minutes, the Treasurer reports, chapter newsletters, record of membership changes (new, deaths, transfers, etc.), medals and awards received by the Chapter and other pertinent detail, maintained in a yearly format. A copy should be kept of MISSAR newsletters and Member Directory for the year. Such records are maintained until turned over to the Secretary for placement in storage.

- a. *He shall obtain and preserve material relating to the history of the chapter and membership, including but not limited to news clippings, records of historical and commemorative meetings, minutes of meetings, and names of officers.*
- b. *He shall organize the historical records of the chapter as requested by MISSAR or NSSAR.*
- c. *He shall supervise the preparation and printing of any society historical publications, other than those of membership rolls, which may be authorized by the board of directors.*

Additional duties of the Historian

1. He shall present a historical story or event during regularly scheduled chapter meetings. The presentation could be in the form of a handout.
2. He shall prepare articles about historical events for the chapter's input to the WMM newsletter.
3. He shall prepare text for the "About the SAR" page on the Detroit Metropolitan Chapter website page of the MISSAR website and update the information as needed.

Responsibilities of the Chaplain

The Chaplain shall perform all the responsibilities of the office as defined in Chapter By Laws, Article IV, Section 10 which is quoted below in italics.

Section 10 – Chaplain

The Chaplain shall perform such devotional and religious duties as appertain to his office and as may be suggested by the Board of Governors for meetings and exercises of the Chapter.

Additional duties of the Chaplain

1. He shall lead an invocation and benediction at the beginning and close of each chapter meeting.
2. He shall be, if available, an ordained clergyman, or may be a layman if he is a chapter member. A visiting clergyman may be asked to function as chaplain.
3. He shall maintain a file of obituaries and related information concerning departed members.
4. He may be assigned such other duties by the president as will improve the spiritual wellbeing of the chapter members, such as visiting the sick, shut-ins, etc.
5. He shall lead the Chapter in the prayer for the meal.
6. He will lead prayers at outside events attended by the Chapter, if requested by the host.
7. He shall maintain a listing of member obituaries during the calendar year, and provide such listing to the president at year end for inclusion in the Chapter annual report to MISSAR.

Responsibilities of the Auditing and Finance Committee

The Chapter shall have an *Auditing & Finance Committee* to audit the records of the Treasurer as required in Article V of the Chapter's By Laws.

Each year a review of the securities owned shall be reviewed at a reasonable time before the Annual Meeting or at such time as the Treasurer resigns or is replaced for any reason. This committee shall have a minimum of two members and shall be appointed by the President or the Board of Governors.

Responsibilities of the Membership Committee

1. The Committee Chairman for Membership (and his committee) shall perform all the responsibilities of the office as defined below in italics.

Membership Chairman

- a. He shall assist the President in recruiting members to serve on committees.*
- b. He shall be responsible for the recruitment and retention of members.*
- c. He shall serve as the Chapter liaison with SAR members seeking to join the Detroit Metropolitan Chapter.*
- d. He shall prepare and distribute name tags to all new members.*
- e. He shall have blank name tags available at chapter meetings for persons without a name tag.*

Additional duties of the Chairman for Membership.

2. He shall prepare and maintain a supply of membership recruiting brochures that are specific to the Detroit Metropolitan Chapter. The brochures can be chapter specific variations of the NSSAR membership brochures and the MISSAR Brochure.
3. He shall prepare text for the "About the SAR" page on the Detroit Metropolitan Chapter website and update the information as needed.
4. He shall prepare and maintain the packet of information presented to new members at their induction.
5. He shall obtain a list of members dropped for non-payment of dues from the Chapter Secretary following the submission of the annual dues report from the MISSAR, and correspond with the dropped members to encourage them to reinstate their membership.

Responsibilities of the Nominations Committee

The Chapter shall have an Nominations Committee as required in Article VI of the Chapter's By Laws.

Section 1: At the last scheduled meeting of the Board of Governors before the Annual Meeting and General Membership Meeting normally held in April, the President shall recommend to the Board, a list of Compatriots to serve on a Nominating Committee, which shall consist of three Chapter members in good standing not holding an office but may be a member of the Board. The Board may approve or disapprove the recommendations and alter the list in any way it wishes. A chairman for the Committee may be chosen by the members of the Committee or failing to arrive at a consensus, may be appointed by the President.

Section 2. The Nominating Committee shall submit a list of candidates for the Officers and for the Board of Governors. One copy shall be given to the President, one copy to the Secretary and one copy to the Historian. This shall be done by March 1st. The Secretary shall prepare a letter addressed to the General Membership to publish the nominations. Such letter may be sent out with the April Annual Meeting notice that is sent to all Chapter members.

Section 3. The Nominating Committee, at the request of the presiding officer, shall formally present their report at the Annual Meeting of the Board of Governors.

Other Committees May be Formed as Required with their Responsibilities Defined when formed

The Program Committee is headed by the First Vice President. The President and/or Board of Governors may form other committees if a need arises. Such would include but not be limited to: Membership, Genealogy, Public Relations, etc. The Board of Governors may outline the duties and term of existence of any such committee as is established.

(Other possible position that the Detroit Metro Chapter may wish to activate by addition to the Chapter's By Laws)

Responsibilities of the Registrar

1. The registrar shall perform all the responsibilities of the office as defined in Chapter By Laws Article , Section which is quoted below in italics.

Section - Registrar

- a. He shall examine all applications for membership in NSSAR for substantive completeness. The registrar will examine and process supplemental applications in the same manner as regular applications. If the application is found by the registrar to be substantively incomplete, he shall bring the deficiency to the attention of the applicant.*
- b. He shall forward to the MISSAR registrar, all applications for membership found to be substantially complete, together with admission fees and dues as required, and shall maintain file copies of all applications submitted to the MISSAR registrar.*
- c. If further research is extensive, he shall be allowed to negotiate appropriate fees with the applicant, without cost to the chapter.*

Additional duties of the Registrar

2. He will forward chapter admission fee and dues (separate checks for NSSAR and MISSAR) included with applications to the treasurer for recording and deposit in the chapter account.
3. He will submit applications to the MISSAR registrar for review and forwarding to NSSAR genealogy staff. The NSSAR genealogy staff places verification checkmarks for each generation listed on the application and returns the application, if approved, and the applicant's membership certificate to the MISSAR Secretary who signs it and transmits it directly to the Chapter Secretary. If the NSSAR genealogy staff finds errors or determines corrections are needed in the application, they will list the application as "pending" and return it to the MISSAR Secretary who will in turn forward the pending application to the chapter registrar for the applicant's resolution.
4. He will serve on the membership committee that should meet to discuss ways and means of recruiting new members and avoiding loss of current members other than through normal attrition.
5. He processes transfers from CAR. to SAR.

Responsibilities of the Chancellor

1. The Chancellor shall perform all the responsibilities of the office as defined in Chapter By Law Article , Section which is quoted below in italics.

Section - Chancellor

- a. The Chancellor shall be an attorney-at-law and he shall give opinions on all legal matters affecting the chapter when such questions are referred to him by the president.*
- b. He shall serve as parliamentarian at Chapter meetings and the Board of Governors. Should he not so serve the president may appoint a substitute to act as parliamentarian.*

Additional duties of the Chancellor

1. He will serve as Counsel to the Chapter President to decide matters of law including, but not limited to, the interpretation of the Chapter Charter, By Laws, Robert's Rules of Order (Revised) to a given fact situation when requested by the President.

Responsibilities of the Color Guard Commander

1. The Color Guard Commander shall perform all the responsibilities of the office as defined in Chapter By Law Article , Section (added when appropriate) which is quoted below in italics.

Section – Color Guard Commander

- a. He shall plan, schedule and manage all color guard activities.*
- b. He shall be the custodian of all color guard equipment that is the property of the chapter.*
- c. He shall schedule color guard events with other organizations.*
- d. He shall provide budget information to the treasurer.*
- e. He shall insure that necessary supplies are ordered.*
- f. He may appoint a Vice Color Guard Commander.*

Additional duties of the Color Guard Commander

2. The color guard is directed by the color guard commander.
3. The color guard commander will ensure that:
 - a. Color guard members are attired in authentic colonial guard uniforms at all public appearances.
 - b. The color guard is equipped with functional Brown Bess muskets which may be made ready to fire and fired at special events, if permitted by the host organization.
 - c. The vice color guard commander duties are:
 1. He shall assume command of the Color Guard in the absence of the Color Guard Commander.
 2. He shall schedule events as necessary when acting as the Color Guard Commander or at the request of the Color Commander.
 3. He shall insure the color guard has the proper equipment for the event they are participating in.
 4. He shall direct the color guard during the performance of their activity.
4. The color guard will perform other duties which may be assigned by the president.

Responsibilities of the Communications Director

1. The Communications Director shall perform all the responsibilities of the office as defined in Chapter Bylaw Article Section (added when appropriate) which is quoted below in italics.

Section – Communications Director

- a. He shall direct the activities of the newsletter editor and the chapter webmaster.*
- b. He shall insure a newsletter is published periodically and that the chapter web site contains current information.*

Additional duties of the Communications Director

2. He shall be responsible for preparing and distributing press releases concerning upcoming chapter meetings and activities, and if appropriate, press releases on the outcome of events.
3. He shall from time to time forward appropriate materials to the editor of the WMM, the NSSAR magazine or the NSSAR historian general.
4. He shall prepare responsibility statements for the newsletter editor and webmaster.
5. He shall seek volunteers who will take lead roles in the operation of the chapter website, the chapter newsletter and publicity for chapter participation in outside events.
6. He shall ensure each published edition of the newsletter is distributed by the editor as an e-mail document to each member.
7. He shall ensure each published edition of the newsletter is included on the website on the same day but prior to its dissemination to members via email.

Responsibilities of the Sergeant-at-Arms

The Sergeant-at-Arms shall perform all the responsibilities of the office as defined in Chapter Bylaw Article , Section (added when appropriate) which is quoted below in italics.

Section – Sergeant-at-Arms

1. *He shall maintain an inventory of all chapter property except color guard equipment.*

Additional duties of the Sergeant-at-Arms

2. Prepare and maintain an inventory of Detroit Metropolitan SAR property.
3. Ensure that the meeting room is properly prepared.
4. Be responsible that good order is maintained during meetings of the chapter.
5. The sergeant-at-arms will maintain a written list of Detroit Metropolitan SAR property. He will maintain written inventories of this property to ensure they are accounted for and transferred smoothly to future club officers.

6. The Sergeant-at-Arms will provide the Chapter President an annual report of Detroit Metropolitan SAR property.
7. The Sergeant-at-Arms obtains a roster of membership from Chapter Secretary.
8. The Sergeant-at-Arms obtains meeting attendees from the Chapter Treasurer.
9. The following tasks identify what the Sergeant-at-Arms does outside, before, during, and after the chapter meetings to ensure the chapter fulfills its mission and to help chapter members know what they should expect from the Sergeant-at-Arms.

Outside the Club Meeting

- Schedules the meeting location in conjunction with the First Vice President.
- Maintains club equipment.
- Ensures adequate supplies are always available.
- Arranges for a replacement when unable to attend a meeting and for assistance if necessary.
- Prepares successor for office.

Before the Meeting

- Prepares room at least 10 minutes before the meeting begins.
- Arrange tables and chairs if not done so by the meeting site's management.
- Check room temperature.
- Set up lectern at the front of the room.
- Place gavel on lectern.
- Display the national flag (optional) at the front of the room to the left of the lectern if the color guard is not present.
- Assist the treasurer and vice president for membership in setting up the nametags for guests near the door.
- Display promotional fliers, educational materials, club newsletters, and club charter.

During the Club Meeting

- Welcomes visitors and members to each meeting.
- Greets visiting officers and escorts them to the club president.
- Ensures the meeting starts on time. Notify the club president several minutes before the meeting is scheduled to begin.

After the Meeting

- Pack all club property.
- Store club property in a secure place.
- Assist the vice president for membership in his inventory of the supply of name badges, ballots, and other items.
- If inventory of any item is low, ask the secretary to order more.