

***San Diego Chapter
California Society
Sons of the American
Revolution***

***Section 4
Officer Responsibilities***

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Chapter President

1. The president shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 5 which is quoted below in italics.

Section 5 - PRESIDENT

- a. The president shall preside at all meetings of the chapter and of the board of directors and have a casting vote. He shall exercise the usual functions of a presiding officer, and shall enforce strict observance of the NSSAR and CASSAR bylaws, and chapter bylaws.*
- b. He shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.*
- 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: 1st vice president, 2nd vice president or such other person as designated by the board of directors.*
- d. He shall serve on the CASSAR Board of Managers as provided for in CASSAR Bylaw No. 3, Section 2, and shall attend the CASSAR Annual Meeting, Fall Board of Managers Meeting, and such other CASSAR meetings as specified in the CASSAR Bylaws. The 1st vice-president shall serve as an alternate if the president is unable to attend the CASSAR Meetings,*
- e. He shall be responsible for submitting an annual report to the CASSAR secretary as provided for in CASSAR Bylaw No. 2, Section 3.*
- f. 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-presidents on all matters concerning their offices in a timely fashion.
5. He shall receive all new member and supplemental member certificates from the secretary, and schedule an induction ceremony.
6. He will keep the members of the board of directors 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 Lester Benson Orr's documentation.

First Vice President

1. The first vice president shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 6 which is quoted below in italics.

Section 6 - 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 CASSAR Membership Meeting and Fall Board of Managers Meeting.*
- c. He shall be the Chairman of the finance committee.*
- d. He shall be responsible for arranging chapter meetings and maintenance of the chapter annual calendar.*
- e. The 1st 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 directors, 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 directors in the activities of the chapter as requested.
4. He shall, as chairman of the finance committee, be responsible for monitoring the assets in various restricted funds such as the Kerrigan Fund, 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 San Diego 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 the 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.

Second Vice-President

1. The second vice president shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 7 which is quoted below in italics.

Section 7 - SECOND VICE-PRESIDENT

- a. The 2nd 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 2nd 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. Americanism Middle School Brochure Contest (CASSAR).
 - c. George S. and Stella M. Knight High School Essay Contest (NSSAR).
 - d. Arthur M. & Berdena King Eagle Scout Scholarship (NSSAR).
 - e. Valley Forge Teacher Scholarship (CASSAR).
 - f. Tom & Betty Lawrence American History Teacher Award (NSSAR).
 - g. 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, CASSAR 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 directors.

Vice-President for Membership

1. The vice president for membership shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 8 which is quoted below in italics.

Section 8 - VICE-PRESIDENT FOR MEMBERSHIP

- 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 form new chapters in, or adjacent to, San Diego County.*
- 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 Vice-President for Membership

2. He shall prepare and maintain a supply of membership recruiting brochures that are specific to the San Diego Chapter. The brochures can be chapter specific variations of the NSSAR membership brochures and the CASSAR "Patriot Brochure".
3. He shall prepare text for the "About the SAR" page on the San Diego 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 to CASSAR, and correspond with the dropped members to encourage them reinstate their membership.
6. He is responsible for the inventory of Name Badges which are to be made available for the Sergeant-At-Arms' File Box. All Name Badges are Pin Style Name Badges (Avery No. 74549, 2 1/4"x 3 1/2" (Use Avery Template 74549). (Note: Use Microsoft Word/mailings/Labels. Font: 28 pt. IMPACT.)

Secretary

{Note: the chapter secretary is the sole point of chapter contact with the CASSAR secretary.}

1. The secretary shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 9 which is quoted below in italics.

Section 7 - 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 SDSAR articles of incorporation, bylaws, records, and handbook.*
- b. He shall prepare minutes for all board of directors meetings and a summary of monthly membership meetings. Board of Director meeting minutes shall be approved by the board of directors and shall be published in the Chapter Newsletter along with the summary of monthly membership meetings.*
- c. He, together with the presiding officer, shall certify all acts of the chapter, including lists of delegates to CASSAR and NSSAR meetings, establish a quorum at meetings of the board of directors, annual chapter meetings, maintain Chapter Reconciliation Reports, and Officer'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 CASSAR secretary no later than March 1.
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 directors and shall attend the same.
4. He shall mail or e-mail as appropriate a copy of the minutes of the board of directors to each of its members when directed to do so by the president.
5. He shall send annual dues notices to the chapter members no later than October 1 and shall submit the chapter annual dues report to CASSAR as specified by the CASSAR secretary. He shall coordinate the collection and transmittal of dues with the CASSAR secretary and the Chapter treasurer.
6. 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.
7. 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.
8. He shall sign all certificates requiring the secretary's signature.
9. 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.

10. He shall notify new members of the website address where the NSSAR, CASSAR and chapter handbooks may be downloaded.
11. 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 (see Bylaw No. 19, Section 1(f)).
12. He shall notify the CASSAR secretary of all roster changes (e.g., transfers of membership, change of address, telephone number and email addresses), deaths, etc.
13. He shall provide the SDSAR treasurer a monthly updated roster on or just before the end of each month so he can accurately prepare e-mails to the SDSAR membership about upcoming monthly meetings.
14. He shall update NSSAR database when a change of member information occurs, as needed.
15. He shall submit an electronic NSSAR notice of death upon notification of a member's death, as needed.
16. Annual dues responsibilities are as follows:
 - a. Update the NSSAR/CASSAR Reconciliation Report.
 - b. Prepare and have printed remit envelopes.
 - c. Obtain a digital copy of the chapter president's annual membership letter to include with the dues notice.
 - d. Print mail labels from NSSAR data base or Chapter roster.
 - e. Prepare mailing.
 - f. Mail dues notices to chapter members by October 1st.
 - g. Coordinate receipt of dues with the chapter treasurer.
 - h. Prepare NSSAR/CASSAR Reconciliation Report to be submitted to the CASSAR secretary with annual dues payment.
 - i. Submit NSSAR/CASSAR Reconciliation Report with payment to the CASSAR as specified by the CASSAR secretary
 - j. Submit a check made payable to **California Society SAR** for NSSAR/CASSAR dues to the California Society secretary as specified by the CASSAR secretary.
17. He shall respond to information inquiries from members and non-members as needed.
18. He shall sort the chapter roster by zip code, age, membership date as requested by chapter officers and committee chairmen.

Treasurer

1. The treasurer shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 10 which is quoted below in italics.

Section 10 - Treasurer

- a. 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 San Diego Chapter of the California Society of the Sons of the American Revolution.*
- b. He shall expend chapter funds only as directed by the board of directors through the adoption of a budget or by specific direction of the board of directors for a particular item. Payments for unbudgeted expenditures shall be pre-approved by the board of directors.*
- c. He shall collect and record each member's paid dues on the forms provided by the CASSAR secretary.*
- d. He shall collect and record dues for reinstated and life membership payments and coordinate their transmittal to the CASSAR secretary with the chapter secretary.*
- e. He shall maintain a record of all chapter funds and assets.*
- f. He shall serve as a member of the finance committee.*
- g. He shall allow the audit committee to examine the chapter accounts.*
- h. He shall submit an income and expense report to the board of directors on a monthly basis.*
- i. He may be bonded at the discretion of the board of directors.*

Additional duties of the Treasurer

General

1. The treasurer shall be responsible for insuring that the president and such other members and officers of the chapter as determined by the board of directors, shall be placed under bond for the faithful performance of their duties in an amount specified by the board of directors.
2. He shall assist the president and first vice-president in the activities of the chapter as a member of the finance committee.
3. 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.
4. The treasurer shall report on the financial matters of the chapter to the board of directors at the monthly board of directors meeting and as requested during chapter 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.

5. Keep financial records by the San Diego 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.
6. Following the induction of the new officers at the chapter annual meeting, he shall make an appointment at an agreed upon Bank of America or other branch as designated by the board of directors 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). The secretary must be there to sign the chapter minutes which designate by name the chapter officers are. All signatures on the forms must be witnessed by the bank's notary representative.
7. Advise the secretary of any changes in status or address received via check.
8. The treasurer's duties are very complex and can involve large amounts of money which may have a direct influence on the chapter's well-being and outside perception. In order to maintain the highest level of integrity possible, the rest of the treasurer's section is very detailed, it is purposely done so to ensure there is no ambiguity in fulfilling those duties and responsibilities.

Income

1. Receive money for deposit in Bank of America or other bank as designated by the board of directors.
2. Make up deposit slip from deposit book.
3. Record each depositor and fill in check number, and amount.
4. Make a note beside each entry of depositors name and reason for deposit on yellow copy.
5. Enter this information in proper category of Quicken or EXCEL spreadsheet.
 - a. Maintain listing of member's dues and donations on the chapter's 20__ SAR Dues and Donations Status spreadsheet.
 - b. In December, prepare and mail thank you letters utilizing the SDSAR Donations letter template for donations to the chapter for each donor and send out for income tax purposes.
6. Periodically provide the webmaster and newsletter editor a list of new names of donors for publication.
7. At the end of each month, tally income amounts by category into the SDSAR Monthly Balance Sheet Report spreadsheet.
8. With the exception of pass-through funds, copy income totals from SDSAR Monthly Balance Sheet Report to the SDSAR 20__ Budget spreadsheet.

Expenses

1. Write check for monthly breakfast at the MCAS Miramar Officers' Club or other designated meeting location. Obtain receipt(s).
2. Checks payable to members for reimbursement of items purchased for the SAR must be accompanied with a "Check Request Form", with any and all receipts, and should be authorized by either the approved budget or the board of directors; and both the treasurer and the president shall sign the Check Request Form.
3. At the end of each month, tally expense amounts by category into the SDSAR Monthly Balance Sheet Report spreadsheet.
4. With the exception of pass-through funds, copy expense totals from SDSAR Monthly Balance Sheet Report to the SDSAR 20__ Budget spreadsheet.

Breakfast Meetings

1. Monthly, obtain from the SDSAR chapter secretary an updated contact list. Send out e-mails on the 1st of the month prior to the monthly meeting to all the members on the group sheet lists. Utilize the pre-formatted Word letter template notifying members of the meeting date, time, place, cost, program and menu for the day. Also mention that they can respond by clicking on reply, answer yes or no. If yes, then the number of people and names should be included. Add this as attachment to the email. Also add map to venue as attachment to email. All monies must be paid in advance prior to the venue's cut-off date.
2. Provide same write-up to newsletter editor and webmaster for publication.
3. Notify venue representative the Tuesday prior to the breakfast meeting of the number of reservations made. He may update the number at their convenience if there are any changes. Also send a list of the names.
4. The vendor will send the list to base security for the guard gates. People will check in with the guard and give their name and where they are going. The preferred gate is the East Gate on Miramar Way.
5. Pay venue any required pre-payments.
 - a. Ensure to obtain a copy of each transaction when they occur and a final on meeting day.
6. Check the people in at the door, and receive money for the breakfast if a member has not prepaid.
7. Check the number of people at the breakfast and coordinate with the waitress. The chapter will have to pay for the number guaranteed on Wednesday, plus any extra that show up on the event day.
8. Pay breakfast bill balance at the end of the meeting. Obtain receipt(s).

Required Reports

1. The following reports are required to be completed on a monthly basis:
 - a. Balance Sheet
 - i. Fill out the chapter's "Treasurer's Balance Sheet Report" on an Excel form.
 - ii. Restricted funds will be listed in a separate section in the monthly balance sheet with fund balance reduced / increased as payments are made or donations received.
 - b. Treasurer's Report
 - i. Write up the "Treasurer's Report" on a Word file.
 - c. Breakfast Attendance Sheet
 - i. Fill out the attendance sheet showing the names of reservations, number of attendees, who paid by check and who paid by cash. Keep updated month-to-month.
 - d. Breakfast Summary
 1. Fill out each months summary on the "Breakfast Summary Report"
 - e. Budget Spreadsheet (when required)
2. File tax forms: Federal income Tax 990N, and State income tax 199N, e-post cards by May 15th of each year, if the chapter's gross income is less than \$50,000 for the three (3) previous years.

Finance Committee Meetings

1. As per Chapter Bylaws the treasurer is also a member of the finance committee.
2. Attend finance committee meetings as scheduled.
3. Working with the committee, develop yearly budget for ultimate presentation and vote for approval by the board of directors.

Board of Directors Meetings

1. The following reports are due to board on a monthly basis:
 - a. Balance Sheet
 - b. Treasurer's Report
 - i. Provide status of funds.
 - c. Breakfast Attendance Sheet
 - d. Breakfast Summary
 - e. Budget Spreadsheet (when required)
2. Send out reports Sunday before meeting (unless finance committee meets during week.)

Yearly Budget

1. As a member of, and working with the finance committee, take the lead in the development of the following year's budget commencing the 3rd Monday of August each year to be completed by that year's November board meeting. Ensures two (2) board meetings are available for questions, changes, and vote from the board of directors.
2. Ensures budget is ready for vote by membership at first meeting of the new year.
3. Ensures two (2) board meetings are available for questions, changes, and vote from the board of directors.
4. Ensures budget is ready for vote by membership at first meeting of the new year.

New and Supplemental Applications

1. The chapter registrar will collect new member chapter application fees and dues from applicant and forward to chapter treasurer
2. The dues are in accordance with the guidelines of the applicable Chapter policy and NSSAR and CASSAR policies for the upcoming year.

Dues for the Next Year

1. Dues notices will be sent out by the secretary by 1 October for the next year.
2. The dues are in accordance with the guidelines of the applicable Chapter policy and NSSAR and CASSAR policies for the upcoming year.
3. The National and Society (State) dues will be classified as pass-through funds.
4. Keep track of dues paid and dues not paid on the chapter's 20__ SAR Dues and Donations Status spreadsheet, and coordinate closely with the secretary.

- a. In early January, or as designated by the state secretary, send separate checks of NSSAR and CASSAR dues to the chapter secretary for further submission to the state secretary along with the Secretary's Reconciliation Reports showing whose dues are current and those who should be dropped from roster for non-payment of dues.

Audit

1. Keep financial records by the San Diego chapter's fiscal year. Such records shall be in sufficient detail to permit comparison with the established budget. He prepares a detailed report at the end of the fiscal year for audit by the board of directors that is adequately supported with records.
2. Have expense books audited after the year is over.

Provide Items for Publication

1. Provide breakfast meeting announcement letter write-up to newsletter editor and webmaster for publication.
2. Periodically provide names of those making donations to chapter with amounts to newsletter editor and webmaster for publication.
3. Provide Monthly Treasurer's Report to newsletter editor and webmaster for publication.

Registrar

1. The registrar shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 11 which is quoted below in italics.

Section 11 - 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 CASSAR 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 CASSAR 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 CASSAR) included with applications to the treasurer for recording and deposit in the chapter account.
3. He will submit applications to the CASSAR 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 CASSAR 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 CASSAR 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.

Historian

1. The historian shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 16 which is quoted below in italics.

Section 16 - HISTORIAN

- 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 CASSAR 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 newsletter.
3. He shall prepare text for the "About the SAR" page on the San Diego Chapter website and update the information as needed.

Genealogist

1. The genealogist shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 14 which is quoted below in italics.

Section 14 - GENEALOGIST

- a. He shall assist the registrar, the board of directors, 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 registrar and all prospective SDSAR 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 CASSAR registrars to correct applications and forward them to the CASSAR 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 Bylaws.
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.

Chancellor

1. The chancellor shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 15 which is quoted below in italics.

Section 15 - 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 directors. 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, Bylaws, Robert's Rules of Order (Revised) to a given fact situation when requested by the president.

Chaplain

1. The chaplain shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 13 which is quoted below in italics.

Section 13 - CHAPLAIN

- a. He shall lead an invocation and benediction at the beginning and close of each chapter meeting.*
- b. He shall be an ordained clergyman, or may be a layman if he is a chapter member. A visiting clergyman may be asked to function as chaplain.*
- c. He shall maintain a file of obituaries and related information concerning departed members.*
- d. He may be assigned such other duties by the president as will improve the spiritual well-being of the chapter members, such as visiting the sick, shut-ins, etc.*

Additional duties of the Chaplain

2. He shall lead the chapter in the prayer for the meal.
3. He will lead prayers at outside events attended by the chapter, if requested by the host.
4. 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 CASSAR.

Color Guard Commander

1. The color guard commander shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 18 which is quoted below in italics.

Section 18 - 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:
 - i. He shall assume command of the Color Guard in the absence of the Color Guard Commander.
 - ii. He shall schedule events as necessary when acting as the Color Guard Commander or at the request of the Color Commander.
 - iii. He shall insure the color guard has the proper equipment for the event they are participating in.
 - iv. 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.

Communications Director

1. The communications director shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 17 which is quoted below in italics.

Section 17 - 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 California Compatriot, 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.

Sergeant-at-Arms

1. The sergeant-at-arms shall perform all the responsibilities of the office as defined in Chapter Bylaw No. 3, Section 12 which is quoted below in italics.

Section 12 - SERGEANT-AT-ARMS

- a. 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 SDSAR 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 SDSAR 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 SDSAR 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 1st 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.

History of Adoption:

1. Adopted, September 18, 2014
2. Amendment 1: