**Officer Roles and Responsibilities**

The roles of the officers are provided below, except for additional powers as shall be delegated to them by the Board of Management. Officers’ roles and responsibilities are provided in Chapter By-Laws.

**President**

The President shall preside at all meetings of the Chapter and the Board of Management, and have a casting vote. He shall exercise the usual functions of a presiding Officer, and shall enforce a strict observance of the Constitution and By‐Laws, and of the regulations and rules of the Society. He shall appoint all committees not otherwise provided for and delegates to the State Meetings and National Congress. The President shall be an ex‐officio member of all committees, except the Nominating Committee. The President shall make a report to the Annual Meeting.

**Vice Presidents**

*Serves on the Executive Committee and on the Board of Management.*

*First Vice president also serves as the Chairman of the Finance Committee;*

*Serves as President in absence of President*

The Vice Presidents shall perform such duties as usually appertain to their offices, and shall

promote the interests and activities of the Society and the Chapter. They shall encourage the

enrollment of new members. Over the years, the First and Second Vice Presidents have been directed to take special interest in committees so as to promote their knowledge and development while holding the VP positions, as follows:

|  |  |
| --- | --- |
| **First Vice President** | **Second Vice President** |
| Finance Committee | Washington’s Birthday Celebration |
| Flag Certificates | Public Relations |
| Programs | Webmaster – Database |
| DAR / CAR Liaison | Newsletter |
| Veteran’s and Military Affairs | Eagle Scout Scholarship Committee |
| Graves Registration & Flagging | Knight’s Essay Committee |
| Membership | ROTC / JROTC Awards Committee |
| Color Guard | Williamson College of the Trades Award |
| Americanism Committee | External Awards |

**Secretary**

*Serves on the Board of Management and the Executive Committee*

The Secretary shall conduct the general correspondence of the Chapter and such other matters

as may be directed by the Board. He shall

* have charge of the By‐Laws and records of the Chapter
* together with the presiding Officer shall certify all acts of the Chapter
* keep fair and accurate records of all the proceedings and orders of the Chapter
* give notice to the several Officers of all votes, orders, resolves and proceedings of the Society affecting them or appertaining to their respective duties
* notify all members of their election,
* and under the direction of the President or Vice President, give due notice of the time and place of all meetings of the Chapter and attend the same
* send a copy of the minutes of the Board to each of its members

**Treasurer**

*Serves on the Board of Management, the Executive Committee, and the Finance Committee.*

The Treasurer shall collect and keep the funds and securities of the Chapter. The funds shall be drawn by the check of the Treasurer for the purposes of the Chapter. He shall

* keep a true account of his receipts and payments and at each Annual Meeting render the same to the Chapter
* make such other reports as may be required by the Board

A committee or a Regular Member shall be appointed by the President to audit his accounts each year, generally within 2 months of year-end.

**Chancellor**

*Serves on the Board Management and the Executive Committee.*

The Chancellor shall be an attorney‐at‐law and it shall be his duty to give opinions on all legal matters affecting the Chapter when such questions are referred to him by the proper Officers or by the Board. It shall be his responsibility to advise Officers and committee chairmen as to conformity of proposed actions with the Constitution and By‐Laws of the Chapter, the State Society and the National Society.

**Registrar**

*Serves on the Board of Management.*

The Registrar is the Chapter officer responsible for communication with current SAR members interested in transferring to the Philadelphia Continental Chapter. The Registrar

* shall keep a roll of the members, and in his hands shall be lodged all the proofs of membership, qualifications, and all the historical and genealogical papers, manuscript or other, of which the Chapter may become possessed and under the direction of the Board,
* sends all reviewed applications to the PA state (PASSAR) Registrar for review, along with checks for PASSAR and National.
* Is the point of Contact (POC) within the PCC for Compatriots wishing to transfer to PCC or become a dual member
* maintain awareness of deceased PCC Compatriots and communicate notice of the death to the PCC
* coordinate and facilitate transfers to and from other chapters and states
* facilitate reinstatements for Compatriots who become late in their meeting their dues responsibilities and desire to bring SAR membership up to date.

**Genealogist**

*Serves on the Board of Management*

The Genealogist is the Chapter officer responsible for communication with prospective SAR members. The Genealogist shall

* receive inquiries from prospective new members, mostly from PASSAR Registrar and the PCC Website
* maintain an inventory of
  + New contacts interested in joining
  + New applications received and sent to PASSAR
  + Applications approved by National
* assist in
  + Completing applications and helping applicant to know what to do next
  + Finding missing connections in sources acceptable to SAR Staff Genealogist
  + Verifying genealogical information from every submitted application along with supporting documentation
  + Working with applicant, PASSAR Registrars and the Staff Genealogist at National to resolve any issues with pending applications
* maintain contact with applicants to find out what help they may need
* encourage new members to join a meeting/event after they have been approved
* Forward completed application and admission fees and dues to Chapter Registrar for approval and forwarding to PASSAR Registrar

**Color Guard Captain**

*Serves on the Board of Management*

The Color Guard Captain shall direct the activities of the Chapter's Color Guard. He will be in charge of the storage, maintenance, and use of the Chapter's flags and related equipment as required by the proper Officers or by the Board. The Color Guard captain is the point of contact for all organizations who request services of the Color Guard.

**Sergeant‐at‐Arms**

*Serves on the Board of Management*

The Sergeant‐at‐Arms shall act as an assistant to the Color Guard Captain

***Chaplain***

*Serves on the Board of Management*

The Chaplain shall open and close meetings of the Chapter and of the Board with religious services usual and proper on such occasions, when so directed by the President, or by the Chairman of the meeting.

**Historian**

Serves on the Board of Management

The Historian shall keep the records of the historical and commemorative meetings of the Chapter. He shall

* Maintain an historical file (i.e., scrap book) of events in which the Chapter participates throughout the year
* The Historian has traditionally prepared a history of a prior year in our quarterly Chapter newsletter.

**Aide to the President**

The President‐elect is authorized to appoint a member to serve as his Aide during his term as

President who shall, by reason of such appointment, take the oath as an Officer. Recent practice is that the immediate Past President serves in this role.