**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, or in his absence a Vice President, or in his absence, a Chairman pro tempore, shall preside at all meetings of the Chapter and the Board 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**

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 |

The Vice Presidents serve on the Executive Committee and on the Board of Management. The First Vice president also serves as the Chairman of the Finance Committee.

**Secretary**

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, and together with the presiding Officer, shall certify all acts of the Chapter. He shall keep fair and accurate records of all the proceedings and orders of the Chapter, and shall give notice to the several Officers of all votes, orders, resolves and proceedings of the Society affecting them or appertaining to their respective duties. He shall notify all members of their election, and shall, 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. He shall send a copy of the minutes of the Board to each of its members. The Secretary serves on the Board of Management and the Executive Committee.

**Treasurer**

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. He shall also 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. The Treasurer serves on the Board of Management, the Executive Committee, and on the Finance Committee.

**Chancellor**

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. The Chancellor serves on the Board Management and the Executive Committee.

**Registrar**

The Registrar is the Chapter officer responsible for communication with current SAR members interested in transferring to the Philadelphia Continental Chapter. Also, 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, shall keep copies of such similar documents as the owners thereof may not be willing to leave permanently in the keeping of the Chapter. He shall verify all statements of the Revolutionary services of ancestors that may be made in the application for membership, and make report to the Board. The Registrar serves on the Board of Management.

**Genealogist**

The Genealogist is the Chapter officer responsible for communication with prospective SAR members. Also, the Genealogist shall examine and report to the Board within thirty (30) days upon all appeals from the decision or want of action of the Registrar which shall be submitted to him for that purpose, shall assist the Registrar and the Board or any member who may appeal to him for assistance in the preparation of application papers for membership in the Chapter. He shall perform such other duties as may appertain to his office, as directed by the Board. The Genealogist serves on the Board of Management.

**Color Guard Captain**

The Color Guard Captain shall direct the activities of the Chapter's Color Guard and 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, and serves on the Board of Management.

**Sergeant‐at‐Arms**

The Sergeant‐at‐Arms shall act as an assistant to the Color Guard Captain, and serves on the Board of Management.

**Chaplain**

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. The Chaplain serves on the Board of Management.

**Historian**

The Historian shall keep the records of the historical and commemorative meetings of the Chapter, and shall supervise the preparation and printing of all its historical publications, other than those of membership rolls. He shall report at each Annual Meeting a list of the members who may have died during the year, and shall include such biographical memoirs as may be of service to the Chapter. For some time, the Historian has been including the history of a prior year in our quarterly Chapter newsletter. Also, the Historian serves on the Board of Management.

**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.