

## **President Job Description**

The President presides at all meetings of the ASC membership and board; calls all special meetings; enforces the Constitution and Bylaws, is an ex officio member of all committees; and is familiar with all job descriptions.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored events.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Prepares a written report for Board meetings, as necessary, including monthly expenses.
- Maintains President Board reports and all other positions Board reports for two years.
- **At the January Board meeting provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Appoints the Parliamentarian and the Standing Committee Chairs with the consent of the elected Officers.
2. Coordinates with committees established under the President in the ASC Bylaws as necessary.
3. Writes and submits President's column to the ASC Newsletter.
4. Welcomes new Honorary Advisors with a personal visit and gift and ASC Notebook.
5. Informs Honorary President of all pertinent ASC matters, committee meetings and votes pertaining to the board.
6. Responsible for the ASC calendar and for the agenda at all meetings.
7. Appoints special committees and special representatives to the Board.
8. Authorized to approve monthly expenditures, not to exceed \$100.00.
9. Authorized to sign all ASC checks including Thrift Shop.
10. Approval authority for all contracts signed with the ASC. Has final approval for ASC publicity.
11. Is a member of the Thrift Shop Advisory Council (TSAC) and attends monthly meetings.
12. In June, President notifies Force Support Squadron that she is the contact for ASC.
13. Has the tie-breaking vote in the event of a tie at the Board meeting or during any type of vote.
14. During the Luncheons/Coffees/ASC events will serve as MC. As MC, duties include welcoming ASC attendees, introducing spouses of General Officers and Wing Commanders currently attending, thanking the club, and making pertinent ASC announcements. The President then introduces the Programs Chairman who introduces the speaker or honored guest.
15. Serves a member of the Scholarship Committee.
16. Serves a member of the Charitable Committee.
17. **Following the ASC election, the President will contact the successor and coordinates their respective duties and responsibilities. Both Presidents' must remain until the meeting is over.**

## **Secretary Job Description**

The Secretary records and types the minutes of the meetings, including Executive Board and General membership meetings and any others, as requested by the President; posts and makes necessary corrections on original copies, and is responsible for ASC correspondence as directed by the President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees, and other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board meeting or other meetings that the Secretary may be requested to attend.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains Secretary Board reports and all other Board positions Board reports for two years.
- **At the January Board meeting provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Makes arrangements for Board meetings: set up name plates, set up position files and collect these items following the meetings, records meetings.
2. Record minutes of the Board and General Membership Meetings and provides email notification to the Board prior to the following Board Meeting for Board review.
3. Assures that the President proofs and signed before submitting to Private.org
4. Includes in the minutes the attendance, time called to order, time adjourned, all motions and 2nds, and the actual vote count on the motions, names of those making motions, a summary of all board member reports, summary of any discussion, new business, and old business.
5. Submits all forms required by Private.org to the Private Organizations office: 11<sup>th</sup> FSS/FSR Bldg. 1414 Arkansas RD, Room #6
6. Prepares an annual ASC Board members roster, keeps updated throughout the year.
7. Checks the ASC Mailbox located at The Thrift Shop at least once a week.
8. Sends an email to those members with mail to notify them to check the box at the Thrift Shop.
9. Brings the mail from the Thrift Shop to the Board Meetings and General Membership Meetings to ensure that people collect their mail.
10. Maintains both current and permanent ASC records for a minimum of 10 years (kept in file in Thrift Shop closet).
11. Maintains ASC Bulletin Board in the ladies lounge at The Club at Andrews, the Thrift Shop and the Courses at Andrews ladies lounge: that includes monthly minutes, a copy of the Treasurer's Report, and anything else requested by the President.
12. Coordinates with General Treasurer for purchase of ink cartridges, paper, etc. as needed.
13. Coordinates with Thrift Shop for key of Thrift Shop, hole punched paper, toner cartridge and using the copier at the Thrift Shop for copies of Board reports and other ASC paperwork.
14. Serves as member of the Budget, Constitution, and Job Description Review Committee.
15. Maintains copy of the Constitution, Board Member Roster, & Job Descriptions of Board Members.
16. Fulfills other duties as identified by the President.
17. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

Updated October 2014

## Parliamentarian Job Description

The Parliamentarian is appointed by the President and advises the President, as requested, on interpretation of the Constitution and Bylaws.

### BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written report, where necessary, for the Board meeting including any expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains copy of Parliamentarian board reports for two years.
- **At the December Board meeting, provides an updated job description.**

### RESPONSIBILITIES

1. Acts as a non-voting member of the Executive Board; counts the votes on motions; coordinates and tallies telephone votes.
2. Serves as member of the Budget Committee, Thrift Shop Committee and the Scholarship Committee.
3. Maintains current Constitution and Bylaws; maintains Constitution and Bylaws changes and ensures that job descriptions comply.
4. Serves as Chair of the Nomination Committee, Constitution and Bylaws Committee and the Job Description Committee.
5. Obtains approval from the Board and membership of all proposed Constitution and Bylaws changes through Board vote, posting of the Constitution and Bylaws for 30 days, and then membership vote during the September ASC function.
6. Obtains approval of all proposed changes from the Judge Advocate General's Office and the 11<sup>th</sup> Wing Commander. Procedure outlined in President and Parliamentarian's records. Dated copies of the new Constitution and By-laws will be distributed to the 11<sup>th</sup> FSS/CC, 11<sup>th</sup> MSG/CC and 11<sup>th</sup> Wing/CC.
7. Arranges for the presentation of the slate of new officers and elections.
8. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board Meeting. All Board members will be required to attend and remain at the Joint Meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **General Treasurer Job Description**

The General Treasurer ensures that the ASC funds are properly safeguarded and maintains such financial records as will reflect cash on hand, receipts, and disbursements.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in Board Procedures.
- **Hosts Budget Committee meeting in January.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Ensure the annual IRS returns coordinate with account in June to ensure that financial records are audited and that annual IRS returns are filed as required by law. Attach copy of current Constitution and Bylaws, if changed since last filing. Works with Charitable Treasurer on this.
2. Coordinates with other members of the Board as to proper handling procedures.
3. Ensures general financial records are in order and presents monthly financial statements at monthly Board Meetings.
4. Provides interim budget report at the January Board meeting and an annual report at the June Board meeting.
5. Responsible for ASC General Fund checks. Authorized checking signatures will be two of the following President, First Vice-President, or General Treasurer.
6. Holds Budget Committee meeting in July to prepare budget proposal to be voted on at the August Board meeting. Ensures proper posting of proposed Budget and presents it for adoption at the September General Membership Meeting. Also presents the Revised Budget from the January Budget Meeting at the February Board Meeting and February General Membership Meeting.
7. Responsible for making funds available during extended absences (one week or more) and coordinates with President or First Vice-President.
8. Serves as member of Constitution and Job Description Review Committee.
9. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Charitable Treasurer Job Description**

The Charitable Treasurer ensures that the AOSC Charitable funds are properly safeguarded and maintains such financial records as will reflect receipts and charitable disbursements.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the Second Vice President if unable to attend Board meeting.
- Prepares a written report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures
- Maintains a copy of the Charitable Board Report for two years.
- **Attends January Budget Review Meeting.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Ensure the annual IRS returns coordinate with account in June to ensure that financial records are audited and that annual IRS returns are filed as required by law. Attach copy of current Constitution and Bylaws, if changed since last filing. Works with General Treasurer and the Thrift Shop Bookkeeper on this.
2. Ensures Charitable financial records are in order and presents a monthly financial statement at Board Meetings.
3. Shall be responsible for collection, disbursement and custody of all ASC Charitable Fund monies.
4. Provides interim budget report at the February Board meeting and an annual report at the June Board meeting.
5. Responsible for ASC Charitable Checks. Authorized checking signatures will be two of the following: President, Second Vice-President and Charitable Treasurer.
6. Presents financial statements.
7. Holds Budget Committee meeting in July, along with the General Treasurer to prepare budget proposal to be voted on at the August Board meeting. Ensures posting of proposed Budget and presents it for adoption at the September General Membership Meeting. Also presents the Revised Budget from the January Budget Meeting at the February Board Meeting and February General Membership Meeting.
8. Responsible for making funds available during extended absences (one week or more) and coordinates with the President and Second Vice-President.
9. The Charitable Treasurer will be a member of the Scholarship Committee, Constitution, and Job Description Review Committees and Thrift Shop Advisory Council.
10. Verifies that the liability insurance is in force and in compliance with Air Force regulations.
11. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **First Vice President Job Description**

Performs the duties of the President in her/his absence. In the event, the office of President becomes vacant; the First Vice President shall automatically become President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored events.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board meeting.
- Prepares a written monthly report summarizing what happened during the month with monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures. Maintains a copy of First Vice-President's Board reports for two years.
- **At the January Board meeting provides an updated inventory and projected budget.**
- **At the December Board meeting, provides updated Job Description**

### **RESPONSIBILITIES**

1. Coordinates with committees established under the First Vice President in the ASC Constitution. They are: Programs, Membership, Hospitality, Historian/Publicity, Reservations, Newsletter, Ways and Means, Retiree Representative and Special Activities.
2. Coordinates the Annual Cookie Caper.
3. Meet and become familiar with The Club at Andrews Manager and other personnel who assist the ASC with billing, membership, reservations, and catering.
4. Obtains reservations with the Catering Manager at The Club at Andrews for dates of all Board Meetings and Social functions for the upcoming year (as coordinated with the President and Programs Chairperson).
5. Collect projected budgets from committees established under the First Vice-President.
6. Represents the President at meetings and other functions when needed.
7. Authorized to sign all ASC checks.
8. The First Vice-President is a member of the Budget, Constitution, and Job Descriptions Review Committees.
9. Fulfills other duties as assigned by the ASC President.
10. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Second Vice-President Job Description**

The Second Vice-President supervises committees, as established in the ASC Constitution; and is prepared to perform the duties of the First Vice-President and succeed to that office if a vacancy occurs.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend Board Meeting.
- Prepares a written report monthly summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintain a copy of Second Vice-President board reports for two years.
- **At the January Board meeting provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Coordinate with the committees established under the Second Vice-President in the ASC Constitution, as necessary. They are: Scholarships, Thrift Shop. Serve as the direct contact between these committees and the President.
2. Serves as a member of the Constitution, Budget, Scholarships, Thrift Shop and Job Description Review Committees.
3. Serves along with the Thrift Shop Liaison as the Chairperson of the monthly Thrift Shop Advisory Council Meetings.
4. Authorized to sign all Thrift Shop Checks.
5. Chairs the Thrift Shop Volunteer Appreciation event (held in May).
6. Fulfills other duties identified by the ASC President.
7. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Thrift Shop Chairman Job Description**

The Thrift Shop Chairman is a voting member of the ASC Board and is appointed by the ASC President. The Chairman will act in accordance with the existing ASC Constitution, By-Laws, and Policies. The Chairman will sit on the ASC Board and oversee all operations of the Thrift Shop.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the Second Vice President if unable to attend a Board meeting.
- Prepares a written monthly report summarizing what happened during the month, and also presents bookkeepers financial report. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in Board Procedures.
- **Provides an updated inventory log at the January meeting along with a projected Thrift Shop budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Volunteer at least one day a week at the Thrift Shop in order to have an in depth knowledge of Thrift Shop daily activities. Support volunteers and paid employees.
2. Submit information to ASC Newsletter, The Chatterbox, each month.
3. Chair along with the 2<sup>nd</sup> Vice President the monthly Thrift Shop Advisory Council meetings. Notify committee members of meeting time and prepare agenda. Minutes of the meetings will be maintained and presented with the Thrift Shop Board Report a copy of the TSAC meeting minutes will be given to the ASC Secretary. Committee members include: One ASC Advisor, ASC President, Second Vice President, Charitable Treasurer, Thrift Shop Liaison, Thrift Shop Manager up to 2 Thrift Shop Volunteers who are ASC active club members in good standing.
4. Submit monthly financial statement to the TSAC Board.
5. Submits monthly Thrift Shop profit check to the Charitable Treasurer.
6. Helps recruit Thrift Shop Volunteers.
7. Verifies that the liability insurance is in force and in compliance with Air Force regulations.
8. Maintains adequate ASC Thrift Shop insurance liability and property damage. Keeps original and copies of insurance documents secure.
9. Inventories all ASC properties (computers, equipment, supplies, etc.) associated with the Thrift Shop.
10. Maintains copies of the job descriptions for the Thrift Shop Employees and Volunteers.
11. Fulfills other duties as identified by the ASC President.
12. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Newsletter, The ASC Archives Editor Job Description**

The Editor of the **ASC Archives** is responsible for producing and dissemination issues of **The ASC Archives** newsletter and reports to the President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains a copy of "The ASC Archives" board reports for two years.
- **Presents any proposed budgetary concern or changes in January.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Coordinates with the President as to number and timing of years' issues (9 issues per Board year, August – May, and various inserts).
2. Manages The ASC Archives budget including production and mailing. Keeps and maintains computer files of The ASC Archives for ongoing monthly production.
3. Receives information, articles, photos, etc. from Board members, organizations and activities (including luncheon, coffee and special)
4. Chooses a monthly deadline for the input, usually 4 weeks before the next General Membership Meeting.
5. Send e-mail reminder to Board of Governors and other contributing members 5 days prior to deadline.
6. Determines the contents of each issue, plans layout and artwork. Has copy proof read. Prepares final copy and layout and makes copies of The ASC Archives.
7. Coordinates with Membership chair to maintain a current mailing list and updated e-mail list. Maintains and produces address labels for each month's mailing.
8. Responsible for distribution of The ASC Archives either by bulk-mailing of The ASC Archives at local Post Office or on-line distribution by email. Provides the Webmaster with an electronic copy of The ASC Archives to post on the webpage.
9. Follows the Treasurer's instruction for payment of bills. Extra costs may be incurred for photograph processing, scans, reprints, special paper, ink, advertiser mailings, etc.
10. Ensures Publicity Chair receives copies of The ASC Archives as needed. Gives other Chairs or organizations extra copies as requested.
11. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Membership Chairman Job Description**

The Membership Chairman maintains an updated list of the ASC members. The chairman reports to the First Vice President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintain a notebook as outlined in Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.
- **Provides an updated inventory log at the January meeting along with a projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Prepares Membership applications for the new year, makes them available for pick up at the Thrift Shop, The ladies lounge at The Club at Andrews and The Courses at Andrews, and other functions as needed.
2. Collects Membership applications from the ASC mailbox located at The Thrift Shop.
3. Presents membership dues collected to the General Treasurer.
4. Circulates a draft of roster at October's function for changes and corrections.
5. Prepares an annual Andrews Spouses' Club roster, composed of names, addresses, phone numbers, email addresses and organizational information of each active and retiree member, to be distributed by the November Board meeting.
6. Submits monthly Board reports that include number of active members and total members. Includes newcomer information in this report.
7. Compiles a monthly addition and deletion membership list that includes full information and roster changes in member's addresses, phone numbers, etc. Provides copies to Board members.
8. Verifies membership of attendees' at all monthly functions and on ASC Election Day.
9. Arrives at least 20 minutes prior to functions and earlier for special functions (Bingo), as required.
10. Assist in the printing of labels for The Chatterbox circulation manager monthly or as needed.
11. At each luncheon and coffee, personally works at the Hospitality table. Display nametag Board and collect tags at the end of the function. Provides membership applications for those wishing to join the ASC. Provides a sheet for members to make changes to the roster (name, address, phone number, etc.)
12. Fulfills other duties as identified by the AOSC President.
13. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Hospitality Chairman Job Description**

The Hospitality Chair is responsible for producing and distributing newcomer packets and welcoming all newcomers to the Andrews Spouses' Club and reports to the First Vice-President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains a copy of the Hospitality board reports for two years.
- **Provides an updated inventory log at the January meeting along with a projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Composes an ASC information letter, signed by the Hospitality Chair to be included in the New Member packet. Ensures a letter of information is prepared and signed by the ASC President to be given to newcomers in their New Member packet.
2. Obtains new Member contact information from Membership, contact New Members providing them with next function information and distributes New Member packets appropriately.
3. Attends monthly function. Greets all members with Membership and Reservations.
4. Coordinates with Programs chairperson to ensure a Welcome Table is set up at each function.
5. Verbally introduces and welcomes New Members and guests by name and gives Welcome gift and packet at functions to those new members attending.
6. Verbally announces any farewells at ASC functions.
7. Obtains all Welcome packet information, updating packets monthly to coordinate with local events.
8. Advises Treasurer of any monies spent.
9. Fulfills other duties as identified by the ASC President.
10. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Programs Chairman Job Description**

The Programs Chairman formulates, coordinates, and accomplishes necessary tasks to produce programs for ASC luncheons, coffees and evening functions. Programs Chairman reports to the First Vice President

### **BOARD REQUIREMENTS**

- Acceptance of a board position indicates a commitment to attend ASC Board meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains a copy of the Program Board reports for two years.
- At the January board meeting presents a projected budget for the next year.
- At the December Board meeting, provides an updated job description.

### **RESPONSIBILITIES**

1. Coordinates with President and interested board members on year's projected programs schedule. Costs and fees should adhere to the Programs budget line in the General Budget. Sets Programs Calendar for the year no later than the August Board meeting.
2. Formulates plans for programs and coordinates with President and First Vice-President, informs General Treasurer, Reservations Chair, The Chatterbox Editor and Publicity Chair of projected plans so that they may plan accordingly.
3. May prepare invitations to program speakers which may be signed by the President. All invitations will provide the name of the Program Chair, along with his/her phone number and email as point of contact.
4. Submits copy of program, as required, to The Chatterbox Editor and Publicity Chair.
5. Makes meal reservations for program guest(s) and coordinates base access with Security Forces.
6. Reports monthly program plans and expenditures to the Board.
7. Coordinates closely with Reservations Chairman on RSVP's for function activities.
8. May present the program, guest speakers or performers at ASC luncheons, coffees and evening functions. Confers appropriate thank you notes, correspondence and other expressions of appreciation.
9. Responsible for menus, decorations and door prizes for the monthly ASC functions.
10. Works with Catering Manager at The Courses at Andrews for room reservation, head count, menu, linen colors and room/table arrangements at functions held at The Courses at Andrews.
11. May provide place cards for head table seating after coordinating with the President.
12. Fulfills other duties as identified by the ASC President.
13. Maintains a notebook of all efforts, issues, ideas, successes and contacts in programs for the past two years.
14. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

Updated October 2014

## **Reservation Chairman Job Description**

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees and all other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in Board Procedures.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Obtains a current list of membership additions and deletions each month from the Membership Chairman.
2. Provides The Chatterbox Editor with Reservation Chair & Committee members contact information to be published monthly.
3. Reservation deadline is 12 pm noon on the Thursday before the function.
4. Cancellation deadline is 12 pm noon on the Thursday before the function.
5. If a reservation has not cancelled, the member is still responsible for their meal and their card will be charged. Required information for reservation is name, club card number if charging meal, meal choice and The Club at Andrews status (member/non-member). All reservations must be guaranteed with a credit card.
6. Individuals eligible for ASC membership, but who have not joined the ASC may attend only one function as a guest.
7. Notify the Program Chairman with the total head count by 12 noon Friday. Also, assists membership with the list of those attending to have name tags ready.
8. Give the President a "courtesy" email letting her/him know the head count as well as any VIPs attending.
9. Before the ASC function, print a copy of the reservation list for sign in purposes at the function. A spread sheet is set up for this. All reservation info is backed up on a thumb drive (property of ASC reservations).
10. Arrive 30 minutes before the social portion of each ASC luncheon.
11. Set up the reservation list and help with any other set ups.
12. Have each member sign beside their name as they check in.
13. Payment is due at check in.
14. Fulfills other duties as identified by the ASC President.
15. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## Publicity Chairman Job Description

The Publicity Chairman is responsible for all news releases for ASC functions (except the Robins Wings) and provides photographic support for ASC functions and when requested by the President. The Publicity Chairman reports to the President.

### **BOARD REQUIREMENTS**

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- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains a copy of Publicity board reports for two years.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Composes and distributes news releases promoting positive monthly ASC publicity for publication (Except for The Chatterbox). Retains copy for records.
2. President and Publicity Chair have sole authority for arranging ASC publicity.
3. Notifies base public affairs office, in advance, of the attendance of any off-base media at an ASC event.
4. Maintains ASC information board, which is located in the ladies lounge of Hangar One. Posts dates and times for regular functions and special events.
5. Submits requests for marquee notices, as appropriate, for ASC events to base public affairs.
6. Photographs ASC functions and activities, as coordinated with the ASC President, and makes copies for the President, Honorary President, the Webmaster and The Chatterbox (space available), and provides a compiled digital photo file for each at year end. This can be done in the form of a CD.
7. Fulfills other duties as identified by the ASC President.
8. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Ways and Means Chairman Job Description**

The Ways and Means Chairman is responsible for all ASC functions and projects, with the exception of the Thrift Shop, which produce charitable funds.

### **BOARD REQUIREMENTS:**

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- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintain notebook as outlined in Board Procedures.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES:**

1. All ASC fundraisers that may be scheduled by the President and the Board.
2. Coordinate publicity for projects and sales, as appropriate, with The Chatterbox Editor and the Publicity Chair.
3. Coordinate money handling procedures with the General Treasurer. Responsible for the final accounting of money spent and received for fundraisers.
4. Coordinate with the Parliamentarian of legality and JAG procedures for all fund raising events.
5. Coordinate with the President and the First Vice on all projects and events.
6. Acquires, maintains, prices, and displays various items at the Ways & Means Table during monthly ASC General Membership functions.
7. Orders White House Christmas Ornaments in September. Coordinates arrangements for sales at ASC General Membership functions and at the Thrift Shop.
8. Fulfills other duties as identified by the ASC President.
9. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Retiree Representative Job Description**

The Retiree Representative acts as the Liaison between the ASC and the retiree members.

### **BOARD REQUIREMENTS:**

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- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the First Vice President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintain notebook as outlined in Board Procedures.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES:**

1. Represents retiree members by bringing their thoughts and concerns to the Board of Governors.
2. Fulfills other duties as identified by the ASC President.

## **Scholarship Awards Chairman Job Description**

The Scholarship Chairperson is responsible for coordinating the selection and presentation of ASC scholarships. Chair reports to the Second Vice President.

### **BOARD REQUIREMENTS**

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- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the Second Vice President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintain notebook as outlined in Board Procedures.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Serves as chair of the Scholastic Achievement Awards Committee to review the scholarship application and criteria.
2. Meets with committee in October to revise criteria and qualifications for submission to the Board. At the November Board meeting, submits to the Board the application criteria for approval.
3. Coordinates all publicity through the Publicity Chair. Coordinates with Publicity Chairperson for publication of Scholarship availability in December and again in February and March with a reminder of the deadline. Submits a copy of the criteria and qualifications to the Publicity Chairperson. Submits articles and pictures of winners to Publicity for the May Issue of The Chatterbox, The Capital Flyer, and to be posted on the website (with winners approval).
4. Coordinate with schools to determine date for application deadline that will allow sufficient time to record second quarter grades or first semester grades. Also, have applications available for direct requests. Distribute copies to the Thrift Shop, Education office and Family Services. Make copies of applications and distribute to all Prince George's County public high schools, and all private High Schools in the Joint Base Andrews community area. Call each school to confirm POC as POC change each year.
5. Arrange for a panel of independent judges (3-4). Prepares package for each judge to include copy of each applicant's letter, letter of recommendation, and application. Also includes scoring sheets and instructions. Selects appropriate gift of appreciation to be presented to the judges.
6. Ensures confidentiality of applications during and after selection process. Only name of the winners and alternates are revealed.
7. Notifies each applicant by mail of the results on ASC letterhead stationery.
8. Plans Awards Reception...secures a venue and caterer for the event. Stay within budgetary allowances.
9. Obtains a speaker for the Awards Reception. Ensure protocol is followed.
10. Submits final report to Board detailing actions taken and moneys spent, and names of winners and

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judges at the May Board Meeting.

11. Makes a copy of each winning student's information sheet and contract for the Charitable Treasurer so s/he can issue checks to the appropriate schools.
12. Finalizes notebook for next year's Chairman.
13. Attends, or designates a member of the committee to attend, Awards Ceremony at High Schools to present certificates to scholarship winners.
14. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**

## **Month – Month Duties of Scholarship Chair**

### **September**

- ❖ Revise application along with Scholarship Committee. Develop Essay Question.

### **October**

- ❖ Print applications.
- ❖ Contact Publicity Chairperson about advertising.
- ❖ Submit revised application to the base legal office for approval.

### **November**

- ❖ Distribute publicity fliers throughout the base.
- ❖ Coordinate publicity in the base newspaper, currently The Capital Flyer.

### **December**

- ❖ Distribute applications throughout the base community and to high school counselors in the National Capital Region.

### **January**

- ❖ Contact potential judges (3 – 4).
- ❖ Reserve a location for judging and lunch in March.
- ❖ Confirm with the Executive Board, after the January Budget Review, the monetary amount available for the scholarship awards.

### **February**

- ❖ Confirm judges and judging location.
- ❖ Set up paperwork for judge's folders.
- ❖ Select a time & place to hold the scholarship reception.
- ❖ Select a speaker, if desired.
- ❖ Select gifts for judges.

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## **March**

- ❖ Deadline for applications (usually 1<sup>st</sup> week in March)
- ❖ Process & organize applicant folders.
- ❖ Confirm with the Scholarship Committee the number of winners in each category and the amounts to be awarded.
- ❖ Contact winners by phone and letter.
- ❖ Mail winners information package.
- ❖ Send regret letters to non-winners.
- ❖ Print certificates.
- ❖ Contact judges, winners & their families & donors for scholarship reception.

## **April**

- ❖ Send thank you notes to judges & anyone who assisted.
- ❖ Final preparation for scholarship reception.

## **May**

- ❖ Scholarship reception.
- ❖ Organize files for next year.
- ❖ Give scholarship winners information to the Charitable Treasurer.
- ❖ Assist with sending forms & checks to schools of winners.

## **Facebook Chairman Job Description**

The Facebook Chairman is responsible for maintaining the ASC Facebook social media page. (Address is <https://www.facebook.com/pages/Andrews-OSC/>) Updating the releases for ASC functions and provides photographic support for ASC functions. The Facebook Chairman reports to the President.

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- Removal of any Board of Governors member shall require a 2/3-majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook
- as outlined in the Board Procedures.
- Maintains a copy of Facebook board reports for two years.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

- Maintains Facebook social media page
- Updates ASC Facebook page as needed, posting pictures of monthly events, advertising upcoming events, posting charitable donations made, posting scholarships donations given etc.
- Checks Facebook often to assure appropriate traffic is occurring
- Tracks social media traffic, makes suggestions to board and or general membership to visit social media page
- Fulfills other duties as identified by the ASC President.
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## Historian Job Description

### **BOARD REQUIREMENTS**

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- Removal of any Board of Governors member shall require a 2/3-majority vote of the governing board.
- Informs the President if unable to attend a Board Meeting.
- Prepares a written monthly report summarizing what happened during the month, including monthly expenses. This report is to be submitted to the Secretary by the Friday prior to the Board Meeting.
- Maintains a notebook as outlined in the Board Procedures: current copy of Constitution and By-Laws, current ASC Board of Governors' roster, monthly minutes and board reports.
- Maintains a copy of Historian board reports for two years.
- **At the January Board meeting, provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**
- Records all expenditures (staying within budget) and remits any receipts (attached to a Funds Disbursement Form) to the appropriate Treasurer in a timely manner (within 2 weeks of purchase).

### **RESPONSIBILITIES:**

- Photographs, documents and records all ASC events
- Collects any historically significant documents and photos and compiles 2 scrapbooks of the year's events and activities; one for the ASC Archives and one to be presented to the outgoing President
- Submits photographs to Newsletter Chair for publishing
- Submits a suggested budget for special activities to the general treasurer prior to the budget meetings in July and January.
- Performs other special tasks as identified by the President
- Updates job description at the end of the board year, as needed
- **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**