

**FIRST VICE PRESIDENT**  
2009-2010

**FUNCTION:** The 1st Vice President supervises the welfare oriented committees assigned to him/her by the President. He/she also keeps the President informed on all aspects of the Mountain Home Officers' Spouses' Club (MHOSC) with regard to individual chairmen under his/her responsibility.

**DUTIES OF THE OFFICE:**

- A. Attends all Executive Board Meetings.
- B. Is the Executive/Coordinating Officer to the following chair positions:
  - 1. Thrift Shop
  - 2. Scholarship
  - 3. Welfare
  - 4. Ways and Means
  - 5. Volunteer Coordinator
  - 6. Auction Chairperson
- C. Serves on the following committees:
  - 1. Administrative Budget Committee
  - 2. Welfare Budget Committee
  - 3. Constitution and By-laws Review Committee
- D. Serves as a member on all welfare committees.
  - 1. Acts as chairman of Thrift Shop Advisory Council scheduling meetings quarterly or more frequently as needed.
  - 2. Conducts an annual review of the constitution and policies governing the Thrift Shop and presents any changes to the executive board for approval.
  - 3. Attends welfare committee meetings.
  - 4. Attends scholarship committee meetings.
- E. Performs the duties of the President in his/her absence.
- F. Assumes the duties of the President in the event that the elected President becomes unable to complete the term of office.
- G. Acts as Parliamentarian in his/her absence
- H. Visits new Honorary President or Honorary Vice President with the President.
- I. Purchases the token of appreciation gift for the outgoing President. Coordinates with the 2nd Vice President for presentation of the gift to the President.
- J. Maintains a file notebook to be given to his/her successor in May which will include:
  - 1. Current OSC Constitution/Bylaws and Policies
  - 2. His/her board reports
  - 3. Board reports of committees that fall under 1st Vice President
  - 4. Board meeting minutes
  - 5. 1st Vice President's job description
  - 6. Job descriptions of committees that fall under 1st Vice President
  - 7. Copies of all job descriptions on a disk as provided by the Parliamentarian
- K. Sign the signature cards at the bank when the books are passed to the new MHOSC Board in June.
  - 1. Has the authority to sign checks as requested for the Administrative and the Welfare bank accounts.
  - 2. Will not be on the Thrift Shop bank account unless acting as a Thrift Shop Co-chairperson.

## **DUTIES OF ALL MHOSC BOARD MEMBERS**

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
  - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian
  - d. ?one copy shall be given to the appropriate overseeing Vice President.
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian
  - d. ?one copy shall be given to the appropriate overseeing Vice President.

*Current as of 08/09*