

PRESIDENT

2009-2010

FUNCTION: The President will coordinate and oversee all activities of the Mountain Home Officers' Spouses' Club (MHOSC).

DUTIES OF THE OFFICE:

- A. Presides at all regular and special meetings of the MHOSC, Executive Board and Executive Committee.
1. Conducts Executive Board and general membership meetings
 - a. Monthly board meetings are held the first Tuesday of every month from August through June.
 - b. Monthly general membership meetings are held from September-June.
 - c. All items of business are to be called in to the president by the Friday preceding the meeting.
 - d. Decisions not requiring a board vote should be discussed with the president prior to the board meeting and merely be reflected in the committee reports.
 - e. The president should try to anticipate and solve any problems with the help of the board prior to presenting items to the general membership. Close contact with all officers and committee chairmen, as well as with the advisors, is recommended and will help eliminate any undue discussion.
 - f. Acts as chairman, according to Roberts Rules.
 - g. Countersigns minutes of board and general membership meetings.
 - h. Prepares an agenda and gives a copy to all board members.
 - i. Establishes new board policies as needed.
 2. Appoints, with Executive Committee approval, the Parliamentarian, chairmen of all standing committees and chairmen of all special committees necessary to conduct the business of the OSC.
 - a. Courtesy usually dictates that nominees not elected to board positions are asked to serve on the board.
 - b. Appoints a current board member or an active member to fill a vacancy caused by the resignation of any elected officer.
 - c. Makes certain all groups are considered when making chairmen appointments
 3. Calls special meetings of the Executive Committee and/or Executive Board, as he/she deems necessary.
 - 4) (should be included in Parliamentarian job description, not here).
- B. Coordinates with and assists each member of the Executive Committee.
- C. Is the Executive Officer to the following committees:
1. Member-at-Large
 2. Desert Breeze
- D. Is an ex-officio member to all committees except the Nominating Committee.
- E. When asked, helps officers and chairmen select special committee chairmen (Crafts Bazaar, Community Appreciation Day, Post Prom Party, etc.) and is available for the first meeting of each project. The 1st VP or 2nd VP may stand in for the President when asked by the President
- F. Finances
1. Signs signature cards for all OSC checking and savings accounts.
 2. All checks require two signatures.
 - a. President
 - b. 1st Vice President
 - c. 2nd Vice President

- d. Welfare Treasurer
- e. Administrative Treasurer
- 3. Is authorized to spend a sum not to exceed \$200.00 for appropriate OSC activities.
- G. Stays familiar with various reports and forms needed throughout the year (auditor's report, income tax exemption form 990, etc.).
- H. Keeps up with the MHOSC Board member roster and makes changes when necessary.
Receives quarterly updated membership roster from membership chairman.
- I. Assists the Parliamentarian in enforcing the constitution, by-laws and policies of the OSC.
- J. Represents OSC
 - 1. Assists the Parliamentarian when need dictates use of base legal office.
 - 2. Represents OSC on base and in the local community when representation is requested.
 - 3. Assists with the distribution of Scholarship Certificates at the Scholarship Function in May.
- K. Is a member of the Advisory Group
 - 1. Visits new Honorary President or Honorary Vice President with the 1st VP.
 - 2. Keeps Advisory Group informed and up to date on OSC matters.
 - 3. Updates, with Advisory Group, the list of possible Honorary and Social members for the year.
 - a. A copy of the list is given to the Membership Chairman so he/she can send letters of invitation, written by the president, offering membership for the year.
 - b. A copy of the list is given to the Reservations Chairman so he/she can notify the president when they RSVP to a function.
- L. Purchases and presents gifts in May for members of the outgoing Executive Board.
- M. Works with the outgoing president during the transition period.
 - 1. The outgoing president installs the new president and elected officers at the May function.
 - 2. The new president receives books, gavel and incidental properties of the OSC at the May function.
- N. Assists the 2nd Vice President in setting up welcomes and farewells for the Honorary President and Honorary Vice President.
- O. Maintains a file notebook to be given to his/her successor in May which will include:
 - 1. Current copy of the OSC Constitution/Bylaws and Policies
 - 2. Agendas
 - 3. President board reports/remarks
 - 4. Reports of all elected and appointed board members
 - 5. Board and general membership meeting minutes
 - 6. President job description
 - 7. Job descriptions of all elected and appointed board members
 - 8. An After-Action Report of the Board Year in which he/she served
- P. Partners with Parliamentarian to update job descriptions as necessary
 - 1. Yearly review is suggested
 - 2. Job Descriptions are to be signed by Board Members at the first meeting they attend for the Board Year; signed copies are maintained by the Parliamentarian until each Board Member's term is complete.

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
- 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

Current as of 08/09