

## **SECOND VICE PRESIDENT 2009-2010**

**FUNCTION:** The 2<sup>nd</sup> Vice President shall act as the Mountain Home Officers' Spouses' Club (MHOSC) liaison to the "Gunfighter's Club" and shall supervise the socially oriented committees assigned to him/her by the President. The Second Vice President is the custodian of all OSC properties.

### **DUTIES OF THE OFFICE:**

- A. Attends all Executive Board Meetings.
- B. Is the Executive Officer to the following committees:
  - 1. Social / Programs
  - 2. Special Activities
  - 3. Reservation / Childcare
  - 4. Historian
- C. Serves on the following Committees:
  - 1. Administrative Budget Committee
  - 2. Welfare Budget Committee
  - 3. Constitution and By-laws Committee
- D. Keeps the President informed on all aspects of the MHOSC with regards to individual chairmen that fall under the Second Vice President's responsibility.
- E. Assumes the duties of the First Vice President in their absence.
- F. Serves as Point Of Contact for the wing Christmas Cookie Drive.
- G. Contacts all committee chairs for budget request prior to the Budget Committee meetings.
- H. Is custodian and maintains a current inventory of all OSC properties.
  - 1. Common properties
    - a. Santa Suit, Bunny Suit, Helium Tank, etc., may be rented according to OSC policies
      - 1. Coordinates with the Board to determine rental fees.
      - 2. Has suits cleaned when needed and at the end of each rental season.
    - b. Recommends renovations/replacements of items as necessary.
    - c. Arranges for advertising if needed
    - d. Keeps a current reservation schedule on a calendar for rentals.
    - e. Keeps copies of rental/loan agreements on file.
  - 2. Silver
    - a. Works with a member of the Club management on the inventory.
    - b. Coordinates with the Board to determine rental fees.
    - c. Keeps a current reservation schedule on a calendar for rentals.
    - d. Keeps copies of rental/loan agreements on file.
  - 3. Keys
    - a. Maintains labeled keys for all storage areas.
    - b. Makes keys available to members as needed.
    - c. Gives copies of storage keys to the President and 1<sup>st</sup> Vice President.
- I. Acts as Protocol Chairman.
  - 1. Is knowledgeable of protocol procedures.
  - 2. Sets up welcomes and farewells, with the President, for the Honorary President

and Honorary Vice President

- a. Receiving Line
- b. Guest Book
- c. Corsage

J. Purchases gifts, with the President or Honorary Advisors for:

1. Honorary advisors upon their departure from the base.
2. Outgoing OSC President
3. Other gifts deemed necessary by the President or Honorary Advisors.

K. Oversees, along with a representative from the ESC, the holiday decorations at the Gunfighter Club.

1. Inventories current decorations and decides if any new decorations are needed.
2. Decides when decorations will be put up/ removed in conjunction with the Club management.
3. Sends letters to all squadron commanders' wives as early as October that includes specific times and dates for when decorations will be put up/removed.
4. Lists all decorations, with pictures/diagrams, showing where they were utilized.
5. Provides recommendations for the following year.

L. Presents, with the 1<sup>st</sup> Vice President, the token of appreciation gift to the outgoing President.

M. Maintains a file notebook to be given to his/her successor in May which will include:

1. 2nd Vice President board reports
2. Board reports of committees that fall under 2<sup>nd</sup> Vice President
3. Board meeting minutes
4. 2nd Vice President's current job description
5. Current job descriptions of committees that fall under 2<sup>nd</sup> VP
6. Current properties inventory.

#### **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*