

**WAYS AND MEANS CHAIRPERSON  
2009-2010**

**FUNCTION:** The Ways and Means Chairperson manages all Mountain Home Officers' Spouses' Club (MHOSC) fundraising projects or appoints a project chairperson to do so in their stead. The coordinating officer for this position is the 1<sup>st</sup> Vice President.

**DUTIES OF THE OFFICE:**

- A. Coordinates fundraising projects
  - 1. Projects can include, but are not limited to:
    - a. Ways and Means table at functions
    - b. Air Shows
    - c. Craft bazaars
    - d. Spring festivals
  - 2. Sends a letter to the Mission Support Group Commander to request permission for any fundraising venture.
    - a. A copy of each approval letter will be kept on file.
    - b. One copy will be sent to the 366<sup>th</sup> Services Squadron.
  - 2. Appoints project chair(s) as needed.
  - 3. Informs the 1<sup>st</sup> Vice President of all project meetings and progress.
  - 4. Discusses each project with the MHOSC Executive Board to receive approval prior to the commencement of each project.
    - a. Funding (expenses) for projects will be taken from and immediately returned to the Welfare or Social accounts.
    - b. Monies distributed for fundraising projects are returned to their respective budgets.
    - c. Cash flow sheets must be used for all fund raising events.
  - 5. Completes a project report at the conclusion of each fundraising event. If a project chair was appointed, the project chair submit this report to the Ways and Means Chair.
- C. Attends meetings of the Administrative Budget Committee and Welfare Committee.
- D. Maintains a file notebook to be given to his/her successor in May which will include:
  - 1. Current OSC Constitution/Bylaws/Policies
  - 2. His/her job description
  - 3. His/her board reports
  - 4. Board meeting minutes
  - 5. Current files on all fundraising activities
  - 6. Continuity files on all past fundraising activities

**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 February 2010*