

WELFARE TREASURER

2009-2010

FUNCTION: The Welfare Treasurer shall receive and distribute all Welfare Funds belonging to the Mountain Home Officers' Spouses' Club (MHOSC), shall balance the Welfare Fund Account on a monthly basis, and shall prepare a monthly financial statement.

DUTIES OF THE OFFICE:

- A. Attends all Executive Board Meetings.
 - 1. Board report with balanced Monthly Financial Statement will be e-mailed to Recording Secretary with monthly report, to be distributed to all MHOSC Board members.
 - 2. Recording Secretary will distribute copies to the Installation commander or his/her designee, the Services Squadron Commander, and the MHOSC Bulletin Board at the Gunfighter Club.
- B. Serve as Co-Chair of the Cashiers Committee with the Administrative Treasurer for the annual MHOSC Auction.
- C. Maintain Welfare budget
 - 1. Receive all Welfare Funds
 - 2. Distribute all Welfare Funds
 - 3. Balance the Welfare Fund Account monthly
- D. Is authorized to sign checks for all three accounts
 - 1. Welfare
 - 2. Administrative
 - 3. Thrift Shop
- E. Is bonded.
- F. Acts as Chair of the Welfare Budget Committee.
 - 1. Provides incoming Welfare Treasurer with a preliminary budget for Budget Committee review meeting.
 - 2. The Welfare Budget Committee shall consist of:
 - a. Advisory Group
 - b. Outgoing and incoming Presidents, Vice Presidents, Welfare Treasurers, Administrative Treasurers, Parliamentarians, Thrift Shop Chair(s), Welfare Chair(s), and Recording Secretaries.
 - 3. Committee meets after April elections but before the May Board meeting.
 - 4. Present budget at May Board meeting for approval.
 - 5. Post budget for review from May Board meeting until voted on at the general membership meeting.
 - 6. Budget is presented at May general membership meeting for approval by quorum vote.
- G. Financial Balances:
 - 1. Income:
 - a. Welfare Fund consists of all Welfare fundraising proceeds, not less than 65% of general fundraising proceeds, net profits from the Thrift Shop and any donation from the OSC Administrative Fund.

- b. All funds belonging to the OSC will be deposited to the credit of the OSC in a national bank that has subscribed to the Federal Deposit Insurance Corporation.
 - c. Cash flow sheets will be used for all fundraisers.
 - 2. Expenses:
 - a. Is responsible for payment of all Welfare donations and scholarships approved by the Executive Board and/or the General Membership, Welfare Committee and Scholarship Judges.
 - b. All expenditures require a letter of request or a signed voucher.
 - c. For Scholarship payment, a copy of the Scholarship Recipients List provided by the Scholarship Chairperson is required.
- H. Attends monthly Welfare Committee, Scholarship Committee and Thrift Shop Advisory Council meetings.
- I. Familiarize the Administrative Treasurer with Welfare books so he/she can carry on as Welfare Treasurer if necessary. Further, in the even of the Administrative Treasurer's absence, the Welfare Treasurer shall perform his/her duties.
- J. Miscellaneous:
 - 1. Is responsible for proper filing of income tax for 990 no later than October 15th of each year in consultation with the auditor.
 - 2. A minimum amount of \$1200 will be maintained in the Welfare Account of which at least \$500 shall be kept for fundraising capital and \$700 as a minimum balance. The minimum balances are over and above any obligated funds.
 - 3. Any expenditure not exceeding \$500 can be approved by a quorum vote of the Executive Board and/or by the Welfare Committee as an unbudgeted expenditure without General Membership approval.
 - a. This provision may be exercised only once on any individual project.
 - b. Subsequent expenditures require General Membership approval.
 - 4. Any expenditure exceeding \$500, not previously approved in the budget, shall be voted upon at a regular business meeting of the OSCV General Membership.
 - 5. The President shall be permitted to incur expenditure of up to \$200, without Executive Board approval, in an emergency situation, provided he/she coordinates such expenditure with the First Vice President and the Advisory Group.
 - 6. All supplies for the Welfare Treasurer are kept in the filing cabinet maintained by the Welfare Treasurer.
- K. Presents records, upon resignation or at the end of term of office, for review in accordance with existing Air Force private organization guidance.
- L. Maintain a file notebook to be given to his/her successor in May which will include:
 - 1. Current OSC Constitution/Bylaws/Policies/Thrift Shop Charter/Policies.
 - 2. Current Job Descriptions for Welfare Treasurer/Scholarship Chairman/Welfare Chairman/Administrative Treasurer.
 - 3. His/Her Board reports.
 - 4. Board meeting minutes.
 - 5. Current budgets for Welfare and Administrative Accounts.

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