

Fort Meade Officers' Wives' Club

Governing Board Job Descriptions and Responsibilities

Governing Board Members shall:

- A. Be a club member in good standing.
- B. Be elected by the membership and appointed by the President for 1 year.
- C. Be a voting member of the governing Board (excluding the President and Parliamentarian)
- D. Attend a monthly Governing Board and general membership meetings.
- E. Submit proposed budget.
- F. Maintain a file of standing operating procedures, monthly reports, minutes, budget and financial statements, the club constitution and bylaws and AR 210-22.
- G. Complete a written after-action report no later than the May general membership meeting. Provide copies of after-action reports of all officers and committee chairpersons to the President-elect.
- H. Sign all contracts between the PWC and outside entities dealing with chairperson's responsibilities.

Elected Executive Board Positions

President

The President shall:

- A. Preside at all meetings, in accordance with established and parliamentary procedures and ensure compliance with the constitution and bylaws. Serve as executive official of all committees, except the Nominating Committee.
- B. Supervise the overall affairs of the club.
- C. Have no voting privileges, except in the case of a tie.
- D. Sign checks for reimbursement to the Treasurer.
- E. Review and sign the Treasurer's financial statement prior to the distribution at monthly governing meetings.
- F. Direct the Treasurer to review the expenses projected by the governing board and assist the Treasurer in the preparation of the annual budget. Serve on the Budget Committee consisting of an Advisor, the Treasurer, and other members designated by the President.
- G. Appoint the Parliamentarian and all chairpersons of all standing and special committees and advise and assist them in their duties.
- H. Authorize expenditures of funds not to exceed \$200. All such expenditures must be reported at the next governing board meeting.
- I. Review and approve the annual OWC Directory prior to distribution to the general membership.
- J. Be responsible for the purchase of appreciation gifts for the outgoing board members.
- K. Authorize a telephonic vote.
- L. Submit monthly articles to the newsletter chairperson.
- M. Sign for use of buildings with the Real Property Office and the Community Recreation Division. Sign all other contracts not directly related to or signed by other officers or chairpersons.
- N. Welcome all members at monthly meetings.

First Vice President

The First Vice President shall:

- A. Perform the duties of President in her absence (excluding check signing) and assume the office of President if it becomes vacant.
- B. Be responsible for the overall coordination and planning of the monthly programs and functions. Introduce speakers and special guest at the general membership meetings.
- C. Arrange programs for the monthly general membership meeting, including the following:
 - 1. Coordinate meeting arrangements, to include date/time and location of program or activity, social hour, menu selections and decorations.
 - 2. Coordinate with the President and Membership Chairperson and Publicity Chairperson.

3. Be responsible for the submission of the charge list to the Treasurer for settlement of the account with the provider of services.
- D. Be responsible for the purchase of the President's farewell gift.
- E. Plan the annual welcome and membership drive along with the Membership Chair.

Second Vice President

The Second Vice President shall:

- A. Preside at meeting in the absence of the President and the First Vice-President. Assume the office of President upon the simultaneous vacancies of the office of president and First Vice.
- B. Organize all fund raising functions.
 1. Request approval for the Department of Community Affairs (DCA)
 2. Establish committees of members in good standing to coordinate each function.
 3. Coordinate with installation directorates.
 4. Coordinate with Treasurer, Publicity, Newsletter, Ways and Means, and President.
 5. Submit promptly to the Treasurer all moneys and file receipts received.

Secretary

The Secretary shall:

- A. Record and maintain a permanent record of all meetings of the club and the governing board.
- B. Maintain current file of minutes and financial statements of the current year.
- C. Maintain historical file with the following:
 1. Approval to operate the club on the Installation.
 2. Constitution and bylaws with current revisions
 3. Copy of computer file containing constitution and bylaws
 4. Copy of minutes from previous three years
 5. Copy of audits of previous three years.
- D. Have President sign copies of minutes prior to each monthly governing board meeting.
- E. Publicize current minutes of club to general membership.
- F. Provide copies of signed minutes to all board members.
- G. Deliver one signed copy of monthly minutes to DCA on monthly basis.
- H. Mail a list of elected officers and telephone numbers to DCA and the Installation Commander's office at the beginning of each club year.
- I. Be responsible for all club correspondence as directed by the President.
- J. Be responsible for all designated all mail received by the club.
- K. Maintain a file of correspondence regarding all matters pertaining to club's insurance company.

- L. Administer any telephonic votes as per the bylaws and enter such action and results as an addendum to the minutes to be read at the next board meeting.

Treasurer

The Treasurer shall:

- A. Maintain the club's nonprofit status according to the Internal Revenue Service Code 501(C)(4).
- B. Maintain a file containing current Tax Identification Number, IRS Publication 557, catalogue #W46573c and applicable section of AR 600-50, re: gifts and awards.
- C. Receive, safeguard, disburse and account for all funds and monetary assets of the club and maintain files for three years.
- D. Reconcile monthly bank statements
- E. Attend the general membership meetings and fund-raisers to confirm cash receipts and disbursements.
- F. Maintain a monthly receipt/voucher file and ledger by committee for the current and previous year.
- G. Prepare a semiannual report listing committee expenses with variances
- H. Provide one (1) copy of the monthly financial statement to the Secretary for submission to DCA.
- I. Provide a complete, current and signed financial statement at each governing board meeting for each governing board member.
- J. Serve on the Budget committee consisting of an Advisor, President and any other members designated by the President.
- K. Consolidate the proposed budgets for individual committee chairpersons into an estimated budget for the year and present it to the governing board at the August board meeting. Prepare and present a finalized budget for approval at the October general membership meeting.
- L. Receive as inventory list of all property owned by the club from the Property Manager.
- M. Prepare and forward to the Secretary and the President an annual report of the year's financial activities.
- N. Prepare the financial records of the club for audit, in accordance with AR 210-22, upon termination of the club year or upon premature departure of the Treasurer. The record will also be ready for audit upon demand. A copy of results of any audit will forwarded to DCA.

Parliamentarian

The Parliamentarian shall:

- A. Apply and ensure adherence to Roberts' Rule of Order during all proceedings of this club.
- B. Be an impartial mediator in the conduct of all club business.
- C. Have no voting privileges at the governing board meetings and hold no other governing board position.
- D. Serve as chairperson of the Constitution Review Committee.

1. Coordinate with the Newsletter Chairperson for the distribution of the constitution/bylaw changes.
 2. Prepare and present the revised constitution/bylaws for approval by the general membership.
 3. Present to DCA for Installation Commander's approval as well as JAG.
- E. Serve as the Nominating and Elections Chairperson.
- F. Install newly elected officers at the May general membership meeting.

Appointed Governing Board Positions

Community Liaison

The Community Liaison shall:

- A. Attend community meeting that affect the military community, such as the Ft. Meade AFAP Community Symposium and submit highlights.
- B. Submit monthly reports of pertinent community information to Governing Board and Newsletter Chairperson.
- C. Coordinate with Community Welfare Chairperson to Organize and execute appropriate community outreach projects such as National Night Out, Oktoberfest and/or other similar events
- D. Maintain a list of volunteers throughout the year and report the monthly volunteer hours to the Army Volunteer Corps Coordinator.

Community Welfare

The Community Welfare shall:

- A. Establish grant criteria for governing board approval.
- B. Submit on a monthly basis to the governing board a brief report of all community projects, requests and recommendations for governing board for approval, if required.
- C. Conduct a community welfare funds disbursement meeting in March to determine how end of year funds will be spent. This meeting should be attended by an Advisor, two members of the Executive Board and two members in good standing from the general membership. Prior to meeting, conduct overview of all request and previous donations of the years available.
- D. Present the proposed end of year community welfare donation to the governing board at the April board meeting for approval.
- E. Present the approved end of year community welfare donations to the general membership following governing board approval.
- F. Coordinate with the Treasurer to distribute checks to recipients.
- G. When writing letters to recipients of funds, make it clear that the receipts for approved donations must be returned to the OWC within 90 days of expenditure of funds. Failure to receive receipts will forfeit moneys back to the OWC for redistribution in the next board year. Additionally any money spent for items not specifically approved by the governing board must be returned to the OWC by the recipients of such funds.
- H. The Community Welfare notebook of requests will not be closed out until every organization that has been granted funds has finalized their receipts to the OWC. Copies of said receipts will be available to the OWC Treasurer for audit proposes as required.
- I. Coordinate with Scholarship Chairperson to purchase items for opportunity drawings and sell tickets at OWC functions.
- J. Coordinate with Community Liaison to plan and execute any community outreach projects such as National Night Out, Oktoberfest and/or other similar events.

Historian

The Historian shall:

- A. Take photographs at all club functions, develop and document these photographs.
- B. Compile photographs and biographies of Advisors and governing board members.
- C. Prepare four (4) scrapbooks; one for the club, one for the President, one for each Advisor to be given when they leave. The Advisor's scrapbooks should be a copulation of the year as Advisors to the club.
- D. Include any club memorabilia in the scrapbook (newsletter, newspaper articles, etc.)

Hospitality

The Hospitality Chairperson shall:

- A. Support the First Vice President in the planning and execution of the welcome function in August.
- B. Welcome newcomers residing in quarters, extend invitation to the next function and distribute OWC information pamphlet.
- C. Plan and execute any special welcome function (i.e. Advisor Welcome) along with the President.
- D. Meet and Greet members at the door of the monthly membership meetings.
- E. Coordinate with the First Vice President for monthly gifts to given at each monthly membership meetings.

Membership

The Membership Chairperson shall:

- A. Prepare membership application to be approved by the President before July 15th. Provide a copy to the Newsletter Chairperson for August publications.
- B. Provide applications to Publicity Chairperson for distribution at key locations, i.e. Guest house, Picerne Neighborhood offices and ACS Welcome Center.
- C. Coordinate with the First Vice President in the planning and execution of the welcome function in August.
- D. Maintain a current and accurate record of all club members.
- E. Submit promptly to the Treasurer all dues received.
- F. Compile for review by the President and distribute a membership roster in October. Distribute to New Members as required.
- G. Provide addresses (email and snail mail) to Newsletter chair for monthly newsletter.
- H. Be responsible for the OWC Bulletin Board at Club Meade.

Newsletter

The Newsletter Chairperson shall:

- A. Publish the newsletter from August through May with supplements as deemed necessary by the governing board.
- B. Procure, if needed, advertisers to defray expenses.
- C. Provide a copy of the newsletter to all advertisers
- D. Keep the original and one copy of the newsletter as a permanent record.
- E. Select, if needed a committee to help with editing, printing and distributing the newsletter.
- F. Coordinate with Web Master to publish newsletter via the Internet.
- G. Send out weekly reminders of "happenings" within the OWC, on approval of the President and Advisors.

Property Manager

The Property Manager shall:

- A. Prepare an inventory of all OWC assts stored at the storage shed.
- B. Provide a copy of the inventory to the Treasurer.
- C. Be responsible for the inventory, maintenance and security of the OWC silver.
- D. Review, on a yearly basis, the silver contract with Club Meade stating that the OWC's silver is kept at Club Meade. When loaned to a member, a proper inventory check must be applied. The silver will be loaned and returned in a clean, polished condition.
- E. Organize a through cleaning of the storage shed annually.

Publicity

The Publicity Chairperson shall:

- A. Publicize all information concerning club-sponsored events and activities.
- B. Notify Public Affairs Office or be personally responsible for the advertising of all club-sponsored events. Publication on television and radio is authorized if the general public is invited to attend or participate.
- C. Support standing and special committees, at their request, with the preparation and display of all necessary publicity materials.

Reservations

The Reservations Chairperson shall:

- A. Take reservations for monthly membership meetings and other functions as needed.
- B. Prepare name tags for all attendees.
- C. Report reservation numbers to the First Vice President.
- D. Be responsible for the collection and prompt submission of all reservation moneys to the Treasurer at each function or activity. Prepare and alphabetical list of attendees for the Treasurer.
- E. Be responsible for the collection of all moneys due the OWC for non-cancellation of reservations.
- F. Inform guest, who are eligible for memberships, they may attend only one function as a nonmember.
- G. Coordinate short term alternative child care for monthly club functions at Club Meade with the CDC and sign contract for such care.
- H. Along with monthly membership reservation take the childcare reservation.

Retired Officers' Wives' Club Representative

The Retired Officers' Wives' Club Representative shall:

- A. Facilitate communication between OWC and ROWC

Scholarship

The Scholarship Chairperson shall:

- A. Prepare the scholarship program and application.
- B. Be a nonvoting member of the scholarship committee.
- C. Ensure that every applicant is eligible.
- D. Prepare the scholarship application packets and distribute the packets to designated sites, including but not limited to high school guidance offices.
- E. Coordinate with the Web Master to publish scholarship applications on web site.
- F. Be responsible for receiving, reviewing and copying all scholarship applications and concealing all personal information identifying the applicant.
- G. Select scholarship selection committee members, to include at least one board member. No relative of an applicant shall be eligible to serve on the committee. Meet with committee members after they have reviewed the blind applications and preside over the voting of scholarship recipients.
- H. Contact all applicants following the selection committee meeting to provide notification of recipients to the local media. Coordinate the scholarship awards function along with the President and Advisors.
- I. Announce and present the scholarship to the recipients at the club's scholarship awards function.
- J. Coordinate with the Treasurer the disbursement of scholarship moneys to the colleges and universities.

- K. Maintain close contact with outside organizations that support the scholarship program (i.e. First Command) Seek contributions from other organizations that wish to donate additional scholarship funds.

Special Activities

The Special Activities Chairperson shall:

- A. Coordinate any special activities as approved by the governing board.
- B. Coordinate with the Newsletter Chairperson and Publicity Chairperson, if necessary, of the time, date and location of all special activities.
- C. Coordinate the decorating and un-decorating of Club Meade for the Christmas Holiday.
- D. Act as liaison between the governing board and OWC small clubs.

Ways and Means

The Ways and Means Chairperson shall:

- A. Purchase items for resale at each monthly function and other functions as appropriate. Items may be consigned as well.
- B. Promptly submit all moneys received to the Treasurer with a completed sales record to include unit price, sales tax and total.
- C. Keep a current inventory of all table merchandise.
- D. Coordinate with First Vice President to find vendors for monthly functions as needed.
- E. Coordinate with the President, if deemed necessary, to form as committee charged with coordination of vendors for functions.

Web Master

The Web Master shall:

- A. Maintain the OWC internet web site to include updates of OWC information and events.
- B. Coordinate with the Scholarship Chairperson to make scholarship applications available on the web site.
- C. Coordinate with Newsletter Chairperson to make newsletter available on web site.
- D. Coordinate with the Treasurer for payment of annual operating fee.