



## Team Charleston Spouses Club Elected Executive Council Position Descriptions

Job Title: President

Description of Duties:

- Preside at all Executive Council, TCSC Board and general membership meetings, according to proper parliamentary procedure.
- Appoint a Parliamentarian. This appointment shall not require the approval of the Executive Council or the Board.
- Directly oversee the activities of the Vice President, Treasurer, Secretary, and Parliamentarian.
- With the Executive Council, determine which chairperson positions are needed and appoint TCSC members to these positions.
- Be an ex-officio member of all committees.
- May sign all checks drawn against TCSC accounts.
- At all times acquaint the Vice President with a working knowledge of all TCSC activities.
- Vote in case of a tie at any TCSC meetings.
- Attend, or designate another Board member to attend, base meetings as needed (i.e. Private Organization Meeting, commander's call or unit meetings as invited, etc.)



Job Title: Vice President

Description of Duties:

- Assist the President and maintain a working knowledge of all TCSC activities.
- Manage any component of TCSC that the president and/or the Executive Council deems necessary. Depending on which Chair positions are filled on the Board and which activities are pursued in a given year, the VP may need to assume responsibility for a specific function (e.g. social, welfare, scholarships, etc.).
- Supervise the Chairperson(s) that fall under any functional area for which the VP has been given responsibility.
- Be an ex-officio member of committees as assigned.



Job Title: Treasurer

Description of Duties:

- Receive and be responsible for all TCSC funds and keep records in accordance with Air Force directives. Sign checks drawn against TCSC accounts.
- Ensure that general and welfare funds are accounted for separately and distributed according to guidance in the Finances section of the Operating Policies.
- Prepare and present the following at each Board meeting: budget update; balance sheet and income/expense statement; breakdown of welfare funds available for community giving and for scholarships. Provide copies to the Secretary for submission to 628 FSS Resource Management Flight.
- Monitor the bank account to verify that insurance policy renewals are automatically paid.
- Ensure the required tax report/statement is submitted to the IRS by October 15.
- Have the finances audited/reviewed as defined by AFI 34-223 at the end of the board year and upon request of the President and/or Board. Submit copies of this report to the 628 FSS Resource Management Flight. Maintain originals in the TCSC office.
- Work with the Scholarship Chair to ensure all scholarships are paid in a timely manner.
- Chair the Budget Committee.



Job Title: Secretary

Description of Duties:

- Record and present the minutes of all regular and special meetings of the TCSC Board and general membership.
- Submit all board-approved minutes and financial statements to the Resource Management Flight of the 628th Force Support Squadron.
- Collect mail from the base Postal Service Center at least weekly, and notify Board members as needed to pick up items at the TCSC office.
- Conduct correspondence upon request of the President.
- Maintain the TCSC bulletin board at the Consignment Shop and post meeting minutes.
- Maintain document files in the TCSC office to include insurance and bonding statements, audit papers, important correspondence, etc.
- Prepare meeting agendas with input from other Board members and distribute prior to the meetings.