

President

1. Presides at all Board of Governors and Executive Board meetings, and all regular and special meetings of the WSC.
2. Appoints all Chairpersons consistent with the needs of the WSC, with Executive Board approval.
3. Authorized signer or co-signer on all checks.
4. Casts vote in case of a tie.
5. Is bonded.
6. Countersigns and attests to all minutes of the WSC.
7. Reviews and approves information that the WSC proposes to disseminate to the public outside the military community.
8. Oversees the direct operations of the Ways and Means Chairpersons.
9. Ensures the WSC does not engage in activities that compete with any Services, NAFI or AAFES services, except as provided by AFI 34-223, *Private Organizations Program*.
10. Ensures club taxes and financial reviews are filed by the Operational and Charitable Treasurers.
11. Presents all matters in an unbiased manner and conduct proceedings in accordance with accepted parliamentary procedures.
12. Serves as an ex-officio member of all committees, except the Nominating Committee.
13. Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
14. Coordinates a Board of Governors appreciation function.
15. Informs the Honorary Advisors of matters concerning all WSC activities.

Vice-President

1. Assumes the Presidency if the President is unable to complete the full term of office.
2. Performs the duty of the President in his/her absence
3. Is bonded.
4. Oversees the operations of the following Chairpersons: Membership, Social, Publicity, Member at Large and Retiree Liaison.
5. Will present prepared report, in the event of an absence of an above Chairperson.
6. Assumes the duties of Recording Secretary in his/her absence.
7. Assists the President and maintains a working knowledge of WSC activities.
8. Authorized signer or co-signer on Operational Account checks.
9. Ensures representation of the WSC at any meeting deemed necessary or of spousal interests in the Whiteman community area.
10. Maintains WSC properties, to include, current inventory of all decorations, documenting condition, year of purchase and disposition of property.
 - A. Checks out said items to Membership for use.
 - B. Keep current with contracts of checked-out items.
 - C. Submits any budgetary requirements to Operational Treasurer for annual budget review.
 - D. Conducts an inventory of all WSC property with the incoming First Vice President in May.
11. Oversees the operations of the following Chairpersons: Thrift Shop and Scholarship.
11. Attends all committee meetings chaired by Chairpersons that report to Second Vice President.

12. Receives and reviews all charitable fund requests, and presents any recommendations for payments to Board of Governors or general members.
13. Authorized signer/co-signer on Charitable Account checks.
14. Serves as Volunteer Coordinator, and performs the following duties:
 - A. Tracks and maintains volunteer hours within the members of the WSC.
 - B. Reports monthly totals to Board of Governors
 - C. Organizes all WSC group volunteer service projects.
 - D. Works with A&FRC for volunteer recognition.

Treasurer

1. Responsible for the Charitable Fund account of the WSCCA.
2. Is bonded.
3. Monitors and verifies that all charitable expenditures fall within budget guidelines
4. Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt, excluding Saturday, Sunday and bank holidays.
5. Signs or co-signs all Charitable Fund checks. The President or First/Second Vice President may sign in place of or in addition to.
6. Keeps an exact record of all Charitable Account monies received and disbursed by the WSC.
7. Prepares a detailed monthly financial statement to include the date, all deposits and disbursements, account beginning and ending balances and future projected expenses.
8. Ensures Federal and State tax returns for the Charitable Account are filed accurately and submitted on time.
9. Responsible for assuring all Charitable Fund financial records from the last seven (7) years are kept as stipulated in IRS regulations.
10. Presents records for the audit or review at the end of his/her term, as requested by the Board of Governors or official base agency, or as stipulated in any base, state or federal regulation.
11. Assumes the responsibilities of the Operational Treasurer in the event of his/her absence or vacancy.
12. Serves as co-chair of the Operational/Charitable Budget Committee.
13. Responsible for financial obligations of the WSCCA.
14. Responsible for payment of all charitable disbursements and commitments approved by the Board of Governors and/or General Membership.
15. Prepares with incoming Charitable Treasurer, a proposed budget prior to the first Budget Committee meeting.

Parliamentarian

1. Custodian and official interpreter of the Constitution and By-Laws; also ensures that revisions are made in accordance with parliamentary procedures and all regulations governing the operation of the WSC.
2. Advises the Executive Board, Board of Governors and General Membership on points of order and proper procedure in accordance with the Constitution and By-Laws of the WSC and Robert's Rules of Order.
3. Installs newly elected officers of the Executive Board.

4. Acts as a liaison between the WSC and the Legal Office, Base Protocol, and 509th BW FSS Private Organization Representative.
5. Provides a copy of the Board of Governors, Executive Board and General Membership approved minutes to the 509th FSS Private Organization Representative, along with a copy of the monthly Operational and Charitable Treasurers' reports.
6. As needed, conducts a workshop for all incoming Board of Governors covering information on continuity of report binder, parliamentary procedures and job descriptions.
7. Acts as Chairperson of the Nominating Committee.
8. Acts as Chairperson of the Constitution and By-Laws Committee.
9. Serves as Protocol Officer for all WSC functions.
10. Oversees the election process.
11. Oversees Charitable and Operational Budget Proposals and presents to Membership for approval.
12. Responsible for providing copies of the Constitution and By-Laws to new officers and members, upon request.
13. Determines a quorum and oversees all voting.
14. Conducts telephone or e-mail votes as directed by the President or Executive Board.
15. In the absence of the Parliamentarian, an Honorary Advisor may assume Parliamentarian role.

Secretary

1. Serves as custodian of the WSC permanent records and maintains the records and documents and special reports for two (2) years, proceeding the current fiscal year.
2. Receives and files all written reports from Chairpersons and Committees, and provides copies to Board of Governors, either in hard form or electronically.
3. Records the minutes of all Board of Governors and Executive Board meetings, and all regular and special meetings of the WSC. Highlights all motions that have been adopted and submits minutes to President for signature.
4. Provides a copy of the Board of Governors, Executive Board and General Membership approved meeting minutes to the Executive Board.
5. Submits end of year reports to all appropriate base and federal agencies as requested or required.
6. Handles all correspondence concerning the WSC including, but not limited to: letters, invitations, and thank-you cards.
7. Responsible for sending cards in times of bereavement.
8. In the event of a death of a WSC member or an immediate family member, arranges for a donation to a memorial fund of the family's choosing.
9. Maintains a complete file of all correspondence.
10. Reads all appropriate correspondence at the general Membership meetings and provides information to Publicity Chair for dissemination to the general Membership.
11. Maintains WSC Post Office Box. Collects, or ensures collection, and distributes all correspondence to appropriate parties. Ensure President and Secretary are authorized to collect WSC mail.
12. Responsible for WSC office supplies and equipment or designates an appointed WSC Board Member.

Thrift Shop Chairperson

1. Chairs and attends all meetings of the Thrift Shop Committee.
2. Is bonded.
3. Understands all aspects of the WSC Thrift Shop Policies and Procedures.
4. Provides information to the Publicity in regards to store openings/closings, activities, sales, policy changes, etc.
5. Recruits volunteers from the general Membership to work at the Thrift Shop.
6. Trains volunteers in accordance with the Thrift Shop Policies and Procedures.
7. Manages day-to-day functions including but not limited to opening and closing of Thrift Shop, operating the cash register, bank deposits, etc.
8. Manages any paid employees of the Thrift Shop including but not limited to the Manager, Bookkeeper, and/or Sales Associate. This includes approving hours, schedule, and entering into any employment contracts with approved hires.
9. Oversees the hiring process for vacant paid positions of the Thrift Shop to include soliciting applications, coordinating with Publicity Chairperson for needed advertisements, and interviewing. Recommended candidates for hire shall then be submitted to the Board of Governors for approval.
10. Prepares proposed annual budget for Thrift Shop to include expected income and itemized expenditures and submits the proposed budget to Charitable Treasurer for it to be incorporated into the proposed charitable budget for approval by the general members.
11. Reviews and submits a detailed monthly financial statement of the Thrift Shop to be submitted to be included in the monthly Board Report. The monthly financial statement should include the date, all deposits and disbursements, account beginning and ending balances and future projected expenses.

Retiree Liaison

1. Acts as the liaison between the WSC retired spouses and the Board of Governors.
2. Helps to recruit retirees from within the local community for WSC membership.
3. Works to build relationships with retiree organizations within the community (VFW, American Legion, etc.)
4. Coordinates with the Board of Governors to support the Whiteman AFB Retirement Appreciation Day.

Membership

1. Responsible for maintaining an accurate and up-to-date roster of current WSC members containing all addresses, phone numbers and e-mail addresses.
2. Keeps copies of membership applications and termination forms.
3. Arrives early and provides nametags for members and guests at WSC functions.
4. Provides a sign-in list at all WSC functions so that we may recognize new members, outgoing members and guests.

5. Registers new members and assists the Operational Treasurer in collecting dues at WSC functions. Responsible for ensuring dues are delivered to Operational Treasurer within one business day if dues are collected in absence of a bonded Executive Board Member
6. Helps new members and guests feel welcome by introducing them to other WSC members during social time and presents them with a small welcome gift (budget permitting).
7. Verbally recognizes all new WSC members and guests, and farewells outgoing members at WSC General Membership meetings and functions.
8. Responsible for maintaining farewell gifts and present those gifts at the functions to parting members (budget permitting).
9. Sends electronic invitations for monthly & special functions. Responsible for notifying membership of attendance policy and collecting payment from no-shows. Coordinates with the Socials Chairperson to determine cost of function, meal choices, etc. and disseminates information to General Membership. Notifies President and Parliamentarian of any special guest reservations

Socials Chairperson

1. Responsible for planning and coordinating the programs for monthly WSC functions, including but not limited to, decor, food, door prizes, set up and tear down.
2. Submits proposed Social Event list and calendar to Executive Board for approval by July.
3. Coordinates with Membership Chair so that the date, time and cost of the function is accurate for dissemination to the general members so that electronic invitation may be sent.
4. Coordinates with Publicity Chair so that the date, time and cost of the function is accurate for creation of a flyer to be posted.
5. Provides information relating to number of people, food choices, etc. to the appropriate individuals/agencies in compliance with their required catering policies
6. Coordinates with the Parliamentarian in regards to protocol for special guests.
7. Maintains financial records of each social including amount spent and amount received from members.

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Ways & Means Chairperson

1. Responsible for all fundraising activities.
2. Coordinates with Socials for applicable functions.
3. Coordinates with Membership for applicable functions.
4. Submits Fundraiser Request to 509th FSS in a timely manner and when appropriate. Request must be submitted to proper channels in time for the request to be granted 4 weeks prior to scheduled events.
5. Responsible for ensuring revenue from fundraisers are delivered to respective treasurers within one business day.
6. Coordinates with the Publicity Chairperson to publicize and disseminate information about the fundraising event to the WSC, military community, and local community as appropriate.
7. Responsible for completing, with assistance of Secretary, and sending invitations to all guests and thank-you notes to all donors of any resource utilized by event.

Scholarship Chairperson

1. Chairs the Scholarship Committee.
2. Organizes Scholarship Award Applications and submits them to area high schools, base education office, A&FRC, Library and local colleges and any other location deemed appropriate.
3. Secures at least four (4) independent judges to review packets and score applications.
4. Organizes submission packets and submits copies of packets to independent judging panel for review.
5. Invites recipients and families to Scholarship Awards Ceremony.
6. Maintains a record of scholarship recipients to include name, contact information, and school attending.
7. Submits article and photo to Publicity Chairperson after ceremony.
8. Coordinates with Charitable Treasurer to ensure proper payment sent to correct schools.

Member-at-Large

1. Acts as a liaison between the Board of Governors and the General Membership.
2. Assists Publicity Chair in administration of the Facebook group and public Facebook page.
3. Checks and processes comments submitted through the WSC Facebook page.

ADDITIONAL BOARD MEMBER RESPONSIBILITIES AND STIPULATIONS

1. Discharge the duties responsibly, follow the Parliamentary Authority guidelines and be a positive representative of the WSC.
2. Responsible for the organization, direction and operation of the WSC.
3. Are voting members of the Board of Governors, except for the Parliamentarian. The President only votes in case of a tie.
4. Will attend all board meetings, General Membership meetings, and WSC special events and functions. If unable to attend a board meeting, notify the Parliamentarian and your respective Vice President.
5. Give a copy of monthly report to the President, Secretary and Parliamentarian, recommended three (3) days before the scheduled board meeting.
6. Notify the President of any items for the agenda at least three (3) days prior to the board meeting.
7. Maintain an up-to-date continuity binder, either in hard copy or electronically, detailing the following:
 - a. Duties for their positions and/or committee
 - b. WSC Constitution and By-Laws
 - c. All budgets and yearly budget requests
 - d. Board of Governors report for each month of the current and preceding operating year
 - e. All minutes from any meeting during the year
 - f. The Executive board may stipulate any other items to be included at their discretion
8. Submit a detailed end of year budget report and recommended budget requirements to the President by the end of the board year.
9. Perform other duties as deemed necessary by the President.