

**SECOND VICE PRESIDENT**  
**Job Description**  
**2014-2015**

Acts as the Charitable and Scholarship Chairman for the HSC. Oversees all the Charitable and Scholarship Committees. Is a member of the Executive Board. Has voting privileges. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to the President. Assists the President at all times and maintain a working knowledge of HSC activities under purview of the Second Vice President.
2. Attends all Board Meetings and all other regular and special meetings of the HSC. This includes all committee meetings that fall under the Second Vice President.
3. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
4. As Charitable and Scholarship Chairman for the HSC, assumes or appoints duties when charitable and scholarship committee chairmen are absent. Coordinates and oversees any planned HSC charitable and scholarship functions. A charitable and scholarship function may include the Charity Auction, Golf Scramble, or any fund raising event such as a bowling tournament, car wash, or bake sale, etc. This also includes all scholarship activities.
5. Is familiar with the Job Description of and works with the following committees to organize charitable and scholarship events, for the HSC:
  - a. Member-at-Large
  - b. Helping Hands
  - c. Charity
  - d. Charitable Fundraiser
  - e. Scholarships
  - f. Volunteer Coordinator
6. Contacts the above committee chairpersons the week before the Board Meeting for any motions, Agenda items (i.e. old and/or new business), and attendance. Contacts the President with these additions and information.
7. Acts as liaison between the President and these committees. Keep the President informed on any concerns that arise.
8. Is a member of the Constitution, By-Laws and Operating Policies Committee.
9. Is a member of the Budget Committees.

10. Maintains close contact with the Thrift Shop Liaison. Is familiar with Thrift Shop administration, policies, and job descriptions. Coordinates with the Thrift Shop Liaison the end of year Thrift Shop Volunteer Appreciation Luncheon in May.
11. Is a member of the Thrift Shop Advisory Committee and attends scheduled meetings.
12. Assists the First Vice President with inventory of HSC property, purchasing end of year board gifts, and other duties that may arise.
13. Performs the duties of the First Vice President in her absence. If necessary, performs duties of President in her absence, when First Vice President is also absent. If vacancy occurs in the First Vice President's position, you may assume that office.
14. Contacts the outgoing Charitable and Scholarship Committee Chairmen to make sure they set up meetings with their incoming chairpersons before the May Board Meeting. Make sure all notebooks have been transferred to incoming Board Members. Follow-up with incoming Board Members. These individual pre-meetings insure continuity to hopefully overcome information problems experienced in the past. Strongly encourage incoming and outgoing members to attend May's Combined Board Meeting.
15. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before the meeting, please bring copies to the meeting for all Board members. Report should include details or activities for the month. It also lists all income and expenses for the month.
16. Informs the Publicity Chairman, by the 20<sup>th</sup> of each month, of any information to be included in the Sound newsletter or on the website.
17. If any expenditure is incurred, Second Vice President submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by the HSC.
18. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the budget meeting.
19. For historical data and continuity of information, Second Vice President submits a separate "After Action Report" to the President and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
20. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
21. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
  - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly

Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentary Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.

b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).

22. Contacts the chairperson filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
23. Thank you for volunteering and have a terrific year.

Revised 02/16

## 2<sup>nd</sup> Vice President's Calendar

### June:

- \* First Board Meeting chaired by the new President.
- \* Before meeting, coordinate dates for budget meeting(s) and charity auction meeting with Advisors, Treasurers and Charity Auction Chairman. Dates for these meetings should be announced at the Board Meeting.
- \* Ask your Thrift Shop Liaison to coordinate dates for the Thrift Store Advisory Council Meetings and announce to the Board.
- \* Constitution, By-Laws and Operating Policies Review Meeting held.
- \* Budget Committee Meeting held.
- \* The week before the Board Meeting contact the Charitable Committee Chairpersons for any motions, Agenda items (i.e. old and/or new business), and attendance. Contact the President with these additions and information. –Do this monthly --

### July:

- \* No Board or membership meetings.
- \* Charity Auction plans should be underway, check with committee chairman on progress.

### August:

- \* Board Members should have started their preparation for the Board Year.
- \* Charity Auction plans should be well underway and committee should be having regular meetings.
- \* Touch base with your Charitable Fundraiser and make sure all charity events are planned and committees established. All of the dates need to be coordinated with base events and Combined Federal Campaign.
- \* The week before the Board Meeting contact the Charitable Committee Chairpersons for any motions, Agenda items (i.e. old and/or new business), and attendance. Contact the President with these additions and information. –Do this monthly --

### September:

- \* Check with Charitable and Scholarship Treasurer to make sure taxes have been filed with the IRS and appropriate copies have been given the President, 1<sup>st</sup> Vice, and 1 SOFSS/SVR.

### October:

- \* Charity Auction plans should be well underway and committee should be having regular meetings.
- \* Touch base with your Charitable Fundraiser and make sure all charity events are planned and committees established. All of the dates need to be coordinated with base events and Combined Federal Campaign.
- \* The week before the Board Meeting contact the Charitable Committee Chairpersons for any motions, Agenda items (i.e. old and/or new business), and attendance. Contact the President with these additions and information. –Do this monthly --

### **November:**

- \* Ask board members to update job descriptions and turn into Parliamentarian at December Board Meeting.

### **December:**

- \* Ask all Board positions to submit a new budget for their position to the Treasurers; the budgets will be revised in January.
- \* Take a break and enjoy your holidays.

### **January:**

- \* Charitable and Administrative Budget Review this month.

### **February:**

- \* Present changes in Charitable Budget to Board; Board votes to approve revised and proposed budgets. After all corrections are made, Budget is presented to General Membership at the monthly function. Budgets are posted in Soundside ladies' room and Thrift Shop for 30 days.
- \* Scholarship apps are coming in. Make sure you have time to help the chair put together the judges binders.

### **March:**

- \* Membership votes to accept proposed budgets.
- \* Work with 1<sup>st</sup> vice on the Presidents Appreciation gift.

### **April:**

- \* Scholarship recipients are normally notified this month. Make sure your Chair has it all in hand.

- \* Scholarship Recognition Celebration (usually held on a Sunday afternoon).
- \* Coordinate with the Thrift Shop Liaison the Thrift Shop Volunteer Appreciation Luncheon held in either April or May.

**May:**

- \* Set a time to sit down with new 2 Vice-President and pass on books and information.
- \* Make sure all your Charitable Chairs have made contact with their replacements and passed on their binders.
- \* You may now heave a sigh of relief; your year is over. Hope it has been an enjoyable year.

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