



NOSC CHAIR & COMMITTEE DESCRIPTIONS

**Please find the application on noscitaly.com. Applications are due on 4/13/18.*

**For more information, please email Theresa Hoyer at noscsecretary@gmail.com.*

CHAIRS

CHARITABLE CHAIR

- Provide guidance to the Board to answer and address questions regarding any requests and assist when necessary to assure that those organizations requesting funds have the legal authority to operate on the base.
- Correspond with the Board to ensure all applicants are addressed in a timely manner upon receipt of requests and after the committee has reviewed and made a funding determination.
- Provide the Board with all requests that are over their individual limited budgets, along with your recommendations, for review to seek board approval.

FUNDRAISING CHAIR

- Plan and organize various fundraising events during the year.
 - i.e. Tree Lighting Ceremony in December
- Assists with Back to School Block Party in August with Membership Chair.
- Assists Social Chair with Welcome Coffee in September.
- Assists Social Chair with any events involving fundraising.
- Responsible for volunteer recruitment, tracks volunteer hours and sends written confirmation of hours volunteered per request.

SOCIAL CHAIR

- Form and manage a social events committee for NOSC events such as Welcome Coffee, community events with USO, and the annual holiday event.
- Prepare a two-month schedule of events for use by the Board and other committee chairs.
- Track participation of members at events.
- Provide proposals for NOSC events to the board.

MEMBERSHIP CHAIR

- Receive all new and renewing membership forms and fees.
- Add new membership information to website.
- Record payment of invoice and the date of deposit of fees.
- File Member Forms in file box in alphabetical order in the current fiscal year.
- Reach out to members with incomplete member profiles to collect the information.
- Shred Member Forms older than 3 fiscal years.



WEBMASTER CHAIR

- Work with various Board members to assure that their events are set up properly within the website for the purposes of RSVP, payments, and information gathering.
- Work with the Publicity Chair to assure that all social, fundraising or other functions of NOSC are publicized on all available social media.
- Manage, maintain and keep current the NOSC website.
- Work with Membership Chair to assure that all new and renewing members are receiving all appropriate social and web based media.
- Create fliers to advertise all NOSC events on noscitaly.com, membership e-mail and FB.
- Provide updates to the Treasurer any costs for media to include timing of billing cycles for the website, email hosting and prepare in advance for any renewals necessary.

PUBLICITY CHAIR

- Manage, maintain and keep current the NOSC Facebook page.
- Keeps NOSC members and those in the Naples community informed about NOSC matters.
- Utilizes media such as AFN, Lemogram, and Facebook.
- Prepares and emails the NOSC Lemogram monthly newsletter to all NOSC members.
- Works with the Webmaster to convey a congruent message.

PARLIAMENTARIAN

- Ensure that all Board meetings are conducted according to proper procedures as outlined in *Robert's Rules of Order Revised*.
- Ensure that the board has a quorum for each meeting.
- Advise President regarding parliamentary procedures as necessary during the meetings.
- Send contact information for new board to base legal.
- Manage election process by forming a committee.
- Manage a review of the current bylaws by forming a committee.

SCHOLARSHIP CHAIR

- Presents suggested annual scholarship award amounts and confirms scholarship applicant eligibility requirements for Board approval.
- Update and prepare for distribution Scholarship Applications.
- Contact the high school counselor and college field representatives in first quarter about scholarship information distribution.
- Coordinate publicity to ensure information and application forms available to NOSC members and to the community as a whole.
- Create a Scholarship Committee for application review.
- Present a final list of recipients to the Board with the total award amounts.



- Ensure that process protects the privacy of applicants and is done in an impartial manner for all candidates.
- Plan and conduct a Scholarship Awards Ceremony in May for non-DODD recipients.
- Ensure that NOSC is recognized at DODD Scholarship Award Day.

SOCIAL COMMITTEE

- Assists the Social Chair.
- Prepare updates to the schedule of events calendar for use by the Board and other committee chairs.
- Work within the budget approved.
- Discuss event quality with active attending members to ensure appropriate focus of events.
- Track participation of members at NOSC member events.
- Provide detailed proposals to the Social Chair for NOSC events to present to the board.