



Committee Chair Positions Descriptions

MEMBERSHIP Chair

- Receive all new and renewing membership forms and fees
- Add new membership info to website with expiration being the last day of the month they signed up and for the term of the membership
- 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
- Create and mail membership cards for new and renewing members and create the contact between the new member and any committee or position they indicated an interest in.
- Reach out to members with incomplete member profiles to collect the information
Shred Member Forms older than 3 fiscal years

BASKET Ways & Means Chair/Designer

- Create gift baskets/items to be used at NOSC events and other JAG approved non-profit organizations as needed.
- Provide suggestions for updating guidelines for gift basket request forms.
- Review and provide organizational requests for gift basket donations.
- Advertise baskets at NOSC sponsored events.
- Assist by providing gift baskets/items for special fundraising events as needed.
- Maintain records of those requesting baskets/items with estimated value of donation.
- Work within approved budget.
- Provide monthly reports to the Fundraising VP to include number of requests and estimated values of donations.

SCHOLARSHIP Committee Chair

- The Scholarship Committee presents terms of eligibility to the board who will approve eligibility terms of recipients to receive scholarships from NOSC. As well as:
 - Determines eligibility for scholarships
 - Criteria for award amounts
- Update and prepare for distribution Scholarship Application.
- Contact the high school counselor and college field representatives in the fall about the availability of eligible students.
- Coordinate publicity to ensure information and application forms available to NOSC members and to the community as a whole.
- Present a final list of recipients to the Board in April 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 Event Coordinator

- Assist to form and manage a social events committee.
- 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 VP for NOSC events to present to the board.

COMMUNITY Liaison

- Prepare three month schedule of community wide event for use by the Board and other committee chairs. (MWR, USO, FFSC, American Red Cross and etc. planning community wide events.)
- Provide proposal of NOSC participation to the board for scheduled community events.
- Coordinate the representation of NOSC at events such as the meet and greets organized by the NSA Naples and other community wide events. (National Night Out, USO Block Party, Spectacular, Christmas Tree Lighting, Easter Events, Fitness Runs, Library Special Programs, etc.)
- Provide NSA Naples, JFC and Gaeta approved organizations with information on NOSC and its activities.
- Review possible sponsorship of community wide events for NOSC.
- Work within the approved budget.
- Assist to sell copies of Shopping on the Boot (SOTB) at community wide events.
- Collect and input a collection of Base Contacts in the NOSC website and create a hard copy for the Liaison notebook.
- Provide monthly reports to the Board of activities.

WEBMASTER

- Shall 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.
- Shall manage, maintain and keep current the NOSC website is correctly functioning
- Shall manage, maintain and keep current the NOSC Facebook page.
- Shall coordinate with the Thrift Store management team to support approved advertisement of events and special sales of the store on the website and the Facebook page.
- Shall work with Membership Chair to assure that all new and renewing members are receiving all appropriate social and web based media.
- Shall assure media compliance with legal, if necessary.
- Shall provide updates to the Publicity Chair any costs for media to include timing of billing cycles for the website, email hosting and prepare in advance for any renewals necessary.

SHOPPING on the Boot Editor

- Coordinate all marketing activities of the book to ensure that NOSC Thrift Store, AO and Events to have copies for sale.
- Coordinate with Fleet and Family Support Center (FFSC) to provide opportunities for selling books to sponsors of incoming new arrivals.
- Attend events to set up and sell books.
- Ensure that the electronic version is managed through Amazon.com.
- Maintain all revisions on file of any and all possible additions or changes to future issues. Provide the preparation of information for book reprinting.
- Editing and coordinating efforts to verify information as received.
- Advise the NOSC Board when reprints of the book are needed to prevent depleting the supply available for sale and oversee reprints or new editions of the SOTB with the publisher.

- Enlist individuals to verify information, edit and proof information before publishing.
- Track all sales and report these sales to the NOSC Board monthly.
- Maintain an inventory of books.