



Executive Board Positions Descriptions

**For information on NOSC Committee Chair positions, please email Maria Marioni (noscparlamentarian@gmail.com)*

PRESIDENT:

- Spokesperson for the NOSC in all matters and venues.
- Prepare the agenda, call to order and preside over all regular and special meetings of the Board.
- Ensure that Board Meetings are conducted in accordance with Robert's Rules of Order, Revised.
- Ex-officio member on all committees of NOSC (such as the Nominations, the Scholarship and Charitable Committees.)
- Appoint the Chairs of all Standing Committees and Parliamentarian with board approval.
- Responsible to the Board for good financial oversight and ethical practices of NOSC.
- A member of the Executive Board.
- Assure that all areas/positions have current Standard Operating Procedures (SOP) and that these are in compliance with current bylaws.

SECRETARY

- Prepare minutes of all board and special meetings as needed.
- Assist President with meeting agenda.
- Assemble and maintain a NOSC Business Contact Roster for the Board seeking.
- Check the NOSC Post Office Box weekly.
- Maintain and edit all forms with shared access on Google Drive. Ensure that members and volunteers have the latest document(s) required as needed.
- Back up of computer every three months to portable hard drive.
- Maintain a monthly calendar of Board activities for constant communication and updates of upcoming events in the local area to include the support site.
- A member of the Executive Board.

SOCIAL Vice President:

- 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
- Assist the Membership Chairperson with ideas to encourage membership
- A member of the Executive Board.

FUNDRAISING Vice President

- Works as the NOSC Thrift Store General Manager, and is in charge of the following:
 - Policies and procedures to achieve the purpose of the store.
 - Store hours and days of operation.
 - Volunteer incentives
 - NOSC Thrift Store Budget Planning and Profit Goals
 - Overseeing Ways and Means Basket Program.
 - Overseeing the biennial committee chairman of the Shopping on the Boot editing and reorder of the book.
- A member of the Executive Board.

CHARITABLE Vice President

- Ensure that all subcommittee positions are aware of their responsibilities and understand the expectations of their positions.
- Ensure the committee chairmen are scheduling the meeting dates and times that works for the majority of the committees.
- Provide guidance to the committees 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 committee chairmen 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.
- Communicate the monthly budget to the committee chairman and ensure the budget is not exceeded.
- Collect all voting information from the committee chairmen and provide a monthly report to the board
- Provide the Board with all requests that are over their individual limited budgets, along with your recommendations, for review to seek board approval.
- Work with and assist the Publicity Chair to publicize NOSC's Charitable activities.
- Seek other opportunities within our community for opportunities for Charitable Giving.
- A member of the Executive Board.

PUBLICITY Vice President

- Keeps NOSC members and those in the Naples community informed about NOSC matters.
- Utilizes media such as AFN, The Panorama, PAO notes, the MWR newsletter, electronic messaging board, social media, etc.
- Prepares and emails the NOSC Lemogram monthly newsletter to all NOSC members.
- Works with the webmaster and the community liaison to convey a congruent message.

TREASURER

- Bookkeeping duties to include; maintaining and updating regularly an excel program to track all bank records of all NOSC transactions.
- Banking duties to include; deposits, verifying receipts and balancing bank accounts.
- Reimbursements for active volunteers and Payments for Charitable programs.
- Tracking and reporting of any uncashed checks
- Thrift Store finances; providing and maintaining the monthly operating budget for the Thrift Store.
- Provide monthly reports to the board of the financial status of NOSC.
- Assist the Board in finding an individual to audit the financial records.
- Assist the Secretary with collecting mail from the Post Office Box on the support site.
- A member of the Executive Board.