

# Team Seymour Spouses Club Governing Board Handbook

Updated and Approved on  
30 August 2025



# Parliamentary Procedure Simplified

## **The Object:**

The object of parliamentary law is to provide a common formula or guide for conducting meetings and public gatherings. It is the means by which the will of the majority may be determined in an orderly manner. It provides for free and open debate which should assure a fair hearing for all persons and all points of view.

## **The Basic Principles of Parliamentary Law:**

1. One question or proposal at a time.
2. The democratic principle of rule by the majority without tyranny to the minority.
3. The right to free and full debate.
4. The principle of equality: every member is equal to every other in the right to introduce, debate, and vote upon matters before the group.
5. Courtesy: Respect for the rights of individuals and for the assembly itself.

## **Procedure to propose a Main motion:**

Member: I move that \_\_\_\_\_.

Another Member: I second the motion.

President or Parliamentarian: It is moved and seconded that (states motion).

A discussion follows. Once there is no more to discuss the President or Parliamentarian calls for a vote.

President or Parliamentarian: The vote is on the motion (states motion). Those in favor say "Aye". Those opposed say "no". Are there any abstentions?

After the vote, the President or Parliamentarian declares the result, either "The ayes have it; the motion is carried." OR "The no's have it; the motion is lost. Is there other business?"

## **Rules for a Main Motion:**

1. In order to vote when no other main motion is pending.
2. The majority vote decides. (The President may vote to break a tie.)
3. When a motion is decided, it cannot be taken up at the same meeting, except on motion to reconsider. The motion to reconsider can be made by a person that had voted on the winning side of the vote.

## **Other forms of motions that must refer to the main motion on the floor and must be voted upon individually prior to the vote on the main motion are:**

1. To postpone consideration indefinitely.
2. To amend or substitute words in the main motion.
3. To postpone definitely (set a date for it to be discussed again.)
4. To close the debate and vote immediately.
5. To table.
6. To withdraw the motion.
7. To rescind or repeal the motion.

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**Meeting etiquette:****DO:**

1. Phrase clearly any motion which you present.
2. Permit the coordinator to state the motion before you debate it.
3. Be careful to use the appropriate motion for the action which you wish to take.
4. Say "I move..."
5. Be on the alert to detect violations of rules of order.

**DO NOT:**

1. Do not wait to obtain the floor in order to second a motion.
2. Do not say "I support the motion", instead say "I second the motion".
3. Do not engage in irrelevant conversation while the meeting is in session.
4. Do not use your cell phone while the meeting is in session unless it is to look up information pertinent to the meeting.

## **Governing Board General Responsibilities**

1. Attend all Governing Board meetings. If unable to attend, notify the President and corresponding Vice President of absence prior to the meeting. More than two (2) absences without notification from Board meetings may result in the termination of the Board member's term.
2. Submit all Record of Transaction forms in a timely manner. All receipts must be submitted by 15 May for reimbursement to allow adequate time for books to be closed by 31 May.
4. Review their position description annually and revise, if needed, in January; return it to Parliamentarian by 1 February.
5. Volunteer at our annual Auction
5. Write a year-end report due at the May Board Meeting and leave it in Google Drive.
6. Give login information to the incoming President following the May Board Meeting.
7. Use and regularly monitor the Official TSSC email for their position.
8. Governing Board coverage will be provided by the corresponding Vice President in the case of absence, not vacancy.

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## TSSC Board Seating Chart

Secretary	Parliamentarian	President	H. President	Advisor(s)
Charitable VP				Operational VP
Charitable Treasurer				Operational Treasurer
Thrift Shop Director				Membership Coordinator
Cinderella's Closet Coordinator				Events Director
Grants Liaison				Special Activities Director
Scholarship Coordinator				Marketing Director
Cookie Drive Coordinator				Community Relations
				Retiree Liaison
				Webmaster
Auction Director				
Fundraising Coordinator				Fundraising Coordinator

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## TSSC Committees and Their Members

Detailed below is a list of the TSSC committees as well as who sits on each one. Additional committees may be added at the discretion of the President who will also decide who will sit on those committees. With the exception of the Constitution and Bylaws Committee, the Budget Committee, and the Nominations Committee, the President may add additional committee members at their discretion.

- Denotes the chair of the committee
- ❖ Denotes voting members of the committee
- ◆ Denotes members who only vote in the case of a tie.

### Executive Board:

1. President • ◆
2. Operational Vice President ❖
3. Charitable Vice President ❖
4. Operational Treasurer ❖
5. Charitable Treasurer ❖
6. Secretary ❖
7. Parliamentarian
8. At least one member of the Advisory Group should be invited to these meetings

### Constitution and Bylaws Committee:

1. Parliamentarian • ❖
2. President ❖
3. Secretary ❖
4. Operational Vice President ❖
5. Charitable Vice President ❖
6. Operational Treasurer ❖
7. Charitable Treasurer ❖
8. At least one member of the Advisory Group should be invited to these meetings

### Budget Committee:

1. Operational Treasurer • ❖
2. Charitable Treasurer • ❖
3. President ❖
4. Parliamentarian ❖
5. Secretary ❖
6. Operational Vice President ❖
7. Charitable Vice President ❖
8. At least one member of the Advisory Group should be invited to these meetings

### Nominations Committee:

1. Parliamentarian •
2. At least one General Member in good standing
3. At least one member of the Advisory Group should be invited to these meetings

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**Thrift Shop Board:**

1. Thrift Shop Director + ♦
2. President ♦
3. Parliamentarian ♦
4. Charitable Vice President ♦
5. Charitable Treasurer ♦
6. The Thrift Shop Manager may be invited at the discretion of the Thrift Shop Board
7. At least one member of the Advisory Group should be invited to these meetings

**Annual Dining-In Committee:**

1. Director + ♦
2. President ♦
3. Operational Vice President ♦ (Optional if committee is full)
4. Operational Treasurer ♦ (Optional if committee is full)
5. Donations Coordinator ♦
6. Volunteer Coordinator ♦
7. Marketing Director ♦
8. Food/Drink Coordinator ♦
9. Teams Coordinator ♦
10. At least one member of the Advisory Group should be invited to these meetings

**Scholarship Committee:**

1. Scholarship Coordinator + ♦
2. President ♦
3. Charitable Vice President ♦
4. Charitable Treasurer ♦
5. Secretary ♦
6. At least one member of the Advisory Group should be invited to these meetings
7. Up to two General Members in good standing

**Annual Welcome Committee: (Optional)**

1. President + ♦
2. Parliamentarian ♦
3. Secretary ♦
4. Operational Vice President ♦
5. Charitable Vice President ♦
6. Operational Treasurer ♦
7. Charitable Treasurer ♦
8. Events Director ♦
9. At least one member of the Advisory Group should be invited to these meetings

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# **TSSC BOARD MEETING**

**DATE**

**I. Call to Order -**

**II. President's Opening Comments**

**III. Review and Approve Previous Board Minutes**

**IV. Executive Board Reports / Old Business**

1. President - **NAME**
2. Operational Vice President - **NAME**
3. Charitable Vice President - **NAME**
4. Operational Treasurer- **NAME**
5. Charitable Treasurer- **NAME**
6. Secretary -**NAME**
7. Parliamentarian -**NAME**
8. Advisors -**NAME**

**V. Operational Board Reports / Old Business**

9. Membership Coordinator- **NAME**
10. Events Director: **NAME**
11. Special Activities Coordinator - **NAME**
12. Marketing Director - **NAME**
13. Community Relations- **NAME**
14. Retiree Liaison- **NAME**
15. Fundraising Coordinator- **NAME**

**VI. Charitable Board Reports / Old Business**

16. Thrift Shop Director - **NAME**
17. Cinderella Closet Coordinator- **NAME**
18. Grants Liaison- **NAME**
19. Scholarship Coordinator - **NAME**
20. Cookie Drive Coordinator- **NAME**

**VII. New Business**

**VIII. Grants**

**IX. Announcements:**

1. Dates to Remember
2. President and Advisor Comments

**X. Adjournment-**

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## President

The President is elected to a term of 1 year (June 1 - May 31) and exercises general supervision over the affairs and activities of the TSSC.

Special Responsibilities:

1. Presides at all Executive Board, Governing Board, and General Membership meetings.
2. Calls special meetings of the Executive Board, Governing Board, and General Membership, if necessary.
3. Makes reservations for all Board Meetings and Committee meetings.
4. Exercises sole discretion in appointing the Parliamentarian.
5. Appoints coordinators of all standing and special committees necessary to conduct the business of the TSSC with the approval of the Executive Board. These members must be members in good standing.
6. Appoints a member to fill a vacancy caused by the resignation or incapacitation of any Governing Board member, in accordance with the Bylaws and the approval of the Executive Board.
7. Assists in and approves the selection of all Co-Coordinators.
8. Is a member of the Budget Committee.
9. Is a member of the Constitution and By-Laws Committee.
10. Is a member of the Thrift Shop Board and maintains a copy of the Thrift Shop SOPs.
11. Is a member of the Scholarship Committee.
12. Serves as a member of all special committees except the Nominating Committee.
13. Serves as the final authority to the Auction, Thrift Shop, Scholarship, and any special and standing committees.
14. Has signatory authority and may countersign all Operational and Charitable checks.
15. In the case of an emergency, may authorize the expenditure of no more than \$100/month with the approval and notification of the corresponding treasurer and notification of the Advisor(s).
16. Verify with the Treasurers all money matters and sign off for expenditures each month.
17. Approves contracts not requiring a vote of the general membership.
18. Attend all official functions as required as an TSSC representative or appointee.
19. Ensure adequate insurance is obtained, unless the 4th MSG Commander grants a waiver.
20. Prepares and maintains the Board of Governors roster.
21. Fulfills duties of the Charitable Vice President in her/his absence (not including vacancy).
22. If the President cannot fulfill her/his duties, the Operational Vice President will assume her/his duties (does not include the case of a vacancy).
23. In case of a vacancy during the current term, the Advisor(s) will appoint a current Board Member to the position with Executive Board approval.

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## **Operational Vice President**

The Operational Vice President is elected to a term of 1 year (June 1 - May 31) and is the primary assistant to the President and coordinates all social activities.

Special Responsibilities:

1. Assists the President in handling all operational duties.
2. Serves as Advisor on all operational committees.
3. Is a member of the Budget Committee.
4. Is a member of the Constitution and By-Laws Committee.
5. Supervises and/or acts as Interim Coordinator for event committees.
6. Advises the Events Director to ensure event planning is executed smoothly.
7. May countersign all Operational Treasury checks.
8. Approves all flyers and proofreads the newsletter before publication.
9. Reviews the website in detail once per quarter to ensure accuracy. Report any needed changes to the Marketing Director.
10. Is familiar with the duties of and assists the President with appointing specifically the Operational Coordinators:
11. Fulfills duties of President in her/his absence (not including vacancy).
12. If the Operational Vice President cannot fulfill her/his duties, the Charitable Vice President will assume her/his duties (does not include the case of a vacancy).

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## **Charitable Vice President**

The Charitable Vice President is elected to a term of 1 year (June 1 - May 31) and is the second assistant to the President and coordinates all charity business conducted by the TSSC.

Special Responsibilities:

1. Assists the President in handling all charitable duties.
2. Serves as Advisor on all charitable committees.
3. Is a member of the Budget Committee.
4. Is a member of the Constitution and By-Laws Committee.
5. Is a member of the Thrift Shop Board.
6. Is a member of the Scholarship Committee.
7. Supervises and/or acts as Interim Chair for charitable committees.
8. Is totally familiar with the duties of and assists the President with appointing specifically the charitable coordinators.
9. May countersign all Charitable Treasury checks.
10. Is responsible for ensuring that Thrift Shop maintains records (for example inventory, tax returns, etc.).
11. Fulfills the duties of Operational Vice President in her/his absence (not including vacancy)
12. If the Charitable Vice President cannot fulfill her/his duties, the President will assume her/his duties (does not include the case of a vacancy).

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## **Secretary**

The Secretary is elected to a term of 1 year (June 1 - May 31) and is the chief recording officer and the custodian of the records and is responsible for maintaining all correspondence received by and sent by the TSSC.

Special Responsibilities:

1. Records minutes of all meetings of the Executive Board, Governing Board, and General Membership.
2. Records minutes of any special meetings (e.g., TSSC Budget, Scholarship, Constitution, etc.).
3. Is a member of the TSSC Budget Committee.
4. Is a member of the Constitution and By-Laws Committee.
5. Is a member of the Scholarship Committee.
6. Maintains the board roster.
7. Record attendance at all meetings.
8. Provides copies of the minutes and board reports to all members of the Governing Board.
9. Emails the minutes and board reports to all members of the Governing Board prior to the next Board meeting.
10. Handles all correspondence of the TSSC.
11. Picks up and distributes mail from the Post Office in a timely manner. Maintains correspondence records for two (2) years.
12. Is responsible for set-up before each Board meeting.
13. Emails monthly meeting minutes to the Private Organization Monitor after they are approved each month.
14. Emails quarterly financial statements to the Private Organization Monitor each quarter.
15. Maintains the meeting minutes of every meeting for three (3) years.
16. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.
17. Monitors the TSSC Secretary email as well as the TSSC Club Info email.
18. Fulfills the duties of the Parliamentarian in her/his absence (not including vacancy).
19. If the Secretary cannot fulfill her/his duties, the Parliamentarian will assume her/his duties (does not include the case of a vacancy).

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## Parliamentarian

The Parliamentarian is appointed by the President for a term of 1 year (June 1 - May 31) and is responsible for advising and counseling the Board of Governors on all matters relating to policy and procedure.

### Special Responsibilities:

1. Appointed by the President to serve a term of one (1) year beginning in June.
2. Is a member of the Budget Committee.
3. Is a member of the Thrift Shop Board.
4. Is a member of the Scholarship Committee.
5. Serves as Chair of the Nominating Committee.
6. Serves as Chair of the Constitution and By-Laws Committee.
7. Serves as a non-voting member of the Executive Board and the Governing Board.
8. Serves as advisor to the President, the Executive Board, and the Governing Board on parliamentary procedure.
9. Conducts all votes as needed at meetings. Records results of said votes and reports results to the President and Secretary for the official record.
10. Maintains the Parliamentarian Notebook containing the following specific information:
  - a. The current edition of AFI 34-223, obtained through FSS or Legal
  - b. The official copy of the Constitution, By-Laws, & Handbook
  - c. Thrift Shop SOPs
10. Maintains the electronic copy of the Constitution, By-Laws, and Handbook.
11. Submits By-Laws and Constitution every other year to the Private Organization Monitor requesting permission from the Mission Support Group Commander (or designee) to continue to operate.
12. Shall be responsible for providing copies of the Constitution, By-Laws, & Handbook standing rules and job descriptions to all officers and members upon request.
13. Prepares proposed revisions of the Constitution, By-Laws, & Handbook.
14. Obtains necessary approval of all revisions to the Constitution, By-Laws, & Handbook.
15. Oversees the nomination and elections process.
16. Announces winners of election in April and installs newly elected officers in May.
17. Administers and records any phone/email votes as directed by the President.
18. Fulfills the duties of the Secretary in her/his absence (not including vacancy).
19. If the Parliamentarian cannot fulfill her/his duties, the Secretary will assume her/his duties (does not include the case of a vacancy).

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## **Operational Treasurer**

The Operational Treasurer is elected to a term of 1 year (June 1 - May 31) and is responsible for maintaining the Operational Financials.

Special Responsibilities:

1. Serves as custodian of all Operational monies and is aware at all times of the overall financial position of the Operational Account.
2. Is a member of the Budget Committee
3. Is a member of the Constitution and By-Laws Committee.
4. Collects, receives, and deposits all monies from members' dues, outside donations, and miscellaneous income for the Operational Account.
5. Promptly pays all Operational bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
6. Maintains accurate records of all accounts.
7. Reconciles the monthly bank statement and balances the books prior to Board meetings.
8. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month.
9. Accurately records income and payments in the Operational budget and on Wave.
10. Keeps all receipts and bills and stores them in an organized fashion.
11. Buys business liability insurance annually (or as needed); sends a copy to the Private Organizations Monitor.
12. Verifies all deposits to the Operational account.
13. Prepares and oversees the mid-year budget review meeting and the beginning of the year budget meeting to prepare a proposed budget for the new board year; provides a report for these meetings.
14. Sends approved budgets to Private Organization Monitor.
15. All books should be closed at the end of the fiscal year immediately following receipt of the May Bank Statement but no later than 7 June. The books will be audited every time there is a change in the office of the President, but at least every two years, and at any time requested by the Mission Support Group Commander (or designee) or the Executive Board.
16. Monitors all financial matters and assures that they are at all times in keeping with the dictates of the IRS and State Rules and Regulations for Tax-Exempt Social Organizations.
17. Files all required tax documents.
18. Keeps all records for seven (7) years in case of an IRS audit.
19. Fulfills the duties of the Charitable Treasurer in her/his absence (not including vacancy).
20. If the Operational Treasurer cannot fulfill her/his duties, the Charitable Treasurer will assume her/his duties (does not include the case of a vacancy).

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## Charitable Treasurer

The Charitable Treasurer is elected to a term of 1 year (June 1 - May 31) and is responsible for maintaining the Charitable Financials.

Special Responsibilities:

1. Serves as custodian of all Charitable monies and is aware at all times of the overall financial position of the Charitable Account.
2. Is a member of the Budget Committee.
3. Is a member of the Constitution and By-Laws Committee.
4. Is a member of the Scholarship Committee.
5. Is a member of the Thrift Shop Committee.
6. Collects, receives, and deposits all monies from fundraisers, outside donations, and miscellaneous income for the Charitable Account.
7. Promptly pays all Charitable bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
8. Disburses Charitable funds. Pays budgeted commitments/line items approved by the Board of Governors and/or general membership.
9. Maintains accurate records of all accounts.
10. Reconciles the monthly bank statement and balances the books prior to Board meetings.
11. Accurately records income and payments in the Charitable budget and on Wave.
12. Keeps all records of transactions and bills for the charitable account and stores them in an organized fashion.
13. Prepares and oversees the mid-year budget review meeting and the beginning of the year budget meeting to prepare a proposed budget for the new board year; provides a report for these meetings.
14. All books should be closed at the end of the fiscal year immediately following receipt of the May Bank Statement but no later than 7 June. The books will be audited every time there is a change in the office of the President, but at least every two years, and at any time requested by the Mission Support Group Commander (or designee) or the Executive Board.
15. Monitors all financial matters and assures that they are always in keeping with the dictates of the IRS and State Rules and Regulations for Tax-Exempt Social Organizations.
16. Assists the Operational Treasurer in filing all required tax documents
17. Keeps all records for seven (7) years in case of an IRS audit.
18. Works with the Thrift Shop Manager to complete the monthly reconciliation of the Thrift Shop Account.
19. Monitors the Thrift Shop Financials.
20. Completes the transfers of monthly amounts to the Charitable and Operational accounts from the Thrift Shop account.
21. Keeps all records of transition, receipts and bills for the Thrift Shop account and stores them in an organized fashion.
22. Fulfills the duties of the Operational Treasurer in her/his absence (not including vacancy).
23. If the Charitable Treasurer cannot fulfill her/his duties, the Operational Treasurer will assume her/his duties (does not include the case of a vacancy).

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## **Advisory Group**

The Advisory Group is responsible for advising the Executive and Governing Boards and their positions are voluntary. Invitations to the Advisory Group may be extended from the President, following discussion with the Executive Board, to the spouses of all Wing and Group level Commanders, Vice Commanders, and Group Chief Master Sergeants attached to Seymour Johnson Air Force Base. The title of Honorary President will be extended as outlined in the TSSC Bylaws. Additional advisors may be appointed as necessary by the President and an Honorary President.

Special Responsibilities:

1. The Advisor(s) shall serve the Executive Board and the Board of Governors in an advisory capacity without a vote.
2. The Honorary President (or her/his designated Advisor) shall serve the Thrift Shop Board in an advisory capacity without a vote.
3. An Advisor should be present during the Annual Auction.
4. Assists in the coordination of matters of protocol.
5. Provides additional support as needed to the President, Executive Board, and Governing Board.

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## **Membership Coordinator**

The Membership Coordinator is responsible for maintaining a current file of all members.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Maintains the Membership roster including a current, updated list of all members, current guest list, and list of any/all members who are on payment plans.
4. Shares roster with Executive Board and Special Activities, Events, and Marketing Director.
5. Receives the members' dues and distributes the money to the Treasurer. Send correspondence to members who are not in good standing.
6. Sends welcome emails to all new members.
7. May attend Right Start and Heart Link on behalf of the TSSC.
8. Send informational emails to anyone whose information is captured at Heart Link, Right start, etc.
9. Creates monthly birthday and life moments shout outs and posts on Facebook.
10. Other duties relevant to their position as determined by the President and Operational Vice President.
11. Works in conjunction with the Community Relations to ensure both positions are maintained and can share responsibilities with each other.

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## **Events Director**

The Events Director is responsible for making all arrangements for all general membership meetings.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Plans the General Membership meetings (socials) and makes all arrangements necessary as per the schedule set forth by the Executive Board.
4. Notifies the Operational Vice President and Marketing Director of the details of the general membership meetings in order to create the flyer, advertise, and send out the Evite at least 1 month prior to each social. (Evites can be on FB, or any other platform approved by the Executive Board)
5. Coordinates with the Operational Treasurer for budget and purchasing details related to each event.
6. Other duties relevant to their position as determined by the President and Operational Vice President.

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## **Special Activities Coordinator**

The Special Activities Coordinator is responsible for recruiting and supporting mini club hosts.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Coordinates with mini club hosts to plan the monthly events and provides support when necessary.
4. Notifies the Operational Vice President and Secretary of all scheduled mini clubs.
5. Creates weekly snapshots and posts to Facebook.
6. Other duties relevant to their position as determined by the President and Operational Vice President.

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## **Marketing Director**

The Marketing Director is responsible for publicizing all functions, assisting each Board member with their specific publicity needs, and maintaining the TSSC's website and social media pages.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Creates flyers for various events and sends them to the President for approval.
4. Post all flyers to TSSC Facebook groups and pages 30 days, two weeks, and 2 days prior to the event.
5. Updates the brochure each April with suggestions from the Executive Board.
6. Maintains the Canva Account.
7. Maintains the website including, but not limited to, updates related to changes of the Board, governing documents, and the annual budget.
8. Uploads approved flyers to the website.
9. If the Executive Board chooses to fill the position of Webmaster then the duties associated with the website shall become the webmaster's responsibility.
10. Other duties relevant to their position as determined by the President and Operational Vice President.

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## **Community Relations**

Community Relations is responsible for attending community and base events in the promotion of the TSSC.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Board of Governors.
3. Attends base events such as Wing Orientation, Heart Link, and any other community event to promote the TSSC and recruit new members.
4. Establishes and maintains cooperative relationships with other military and civilian organizations in the local area.
5. Serves as the TSSC's representative on Basewide Event Committees.
6. Works in conjunction with the Membership Coordinator to ensure both positions are maintained and can share responsibilities with each other.
7. Other duties relevant to their position as determined by the President and Operational Vice President.

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## **Retiree Liaison**

The Retiree Liaison is responsible for the TSSC outreach to the local retiree community.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Serves as the representative of the TSSC to the community of retired spouses in the Seymour Johnson area.
4. Helps build relationships with retiree spouses.
5. Encourages retiree spouses to participate in TSSC events & activities.
6. Be the point of contact for TSSC board members to relay sign-ups, request donations, or pass information to the retiree spouse community.
7. Other duties relevant to their position as determined by the President and Operational Vice President.

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## **Fundraising Coordinator**

The Fundraising Coordinator is responsible for all TSSC Fundraisers with the exception of the Thrift Shop and Annual Auction.

Special Responsibilities:

1. Appointed by the Executive Board to serve one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Seeks out fundraising opportunities for TSSC.
4. Oversees all fundraising activities for the club, with the exception of the Thrift Shop and Annual Auction.
5. Submit all needed paperwork to the base legal office and FSS.
6. Plans and coordinates fundraising events with appropriate venues.
7. Coordinates publicity for fundraisers with the Marketing Director.
8. Recruits volunteers from the general membership and/or assistance from other board members as needed.
9. Other duties relevant to their position as determined by the President and Operational Vice President.

This is a living document and as such is updated throughout the board year with the approval of the Executive Board. Notice will be given to all board members before being published.

## **Thrift Shop Director**

The Thrift Shop Director is the liaison between the Board of Governors and the Thrift Shop.

Special Responsibilities:

1. Appointed by the President to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Chairs the Thrift Shop Board.
4. Is familiar with the Thrift Shop Standard Operating Procedures.
5. Communicates any publicity needs with the Marketing Director and Charitable Vice President.
6. Maintains the key log and overall safety and functionality of the Seymour Thrift Shop as the Facility Manager.
7. Include the previous month's P&L statement in the monthly board report.
8. Acts as a frontline supervisor for the Thrift Shop Manager, Cashier, and Bookkeeper, should we have those positions filled.
9. Assist the Thrift Shop Manager, should there be one, in soliciting volunteers to work in the Thrift Shop.
10. Trained to run the cash register at the Thrift Shop.
11. Update and keep current all files and materials pertinent to the operation of the Thrift Shop. Review these materials and make changes as needed to keep the files accurate.
12. Organizes an appreciation event once a year for the Thrift Shop Volunteers with the help of the Thrift Shop Manager and Cashier.
14. Other duties relevant to their position as determined by the President and Charitable Vice President.

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## **Cinderella's Closet Coordinator**

The Cinderella's Closet Coordinator is responsible for maintaining the Cinderella's Closet.

Special Responsibilities:

1. Appointed by the President to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Communicates any publicity needs with the Marketing Director and Charitable Vice President.
4. Ensures that all dresses are clean and in good condition.
5. Facilitates all Cinderella's Closet appointments and ensures that the rental agreement is signed and adhered to.
6. Organizes a marketing event at least once a year for the dresses in the Cinderella's Closet.
7. Other duties relevant to their position as determined by the President and Charitable Vice President.

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## **Grants Liaison**

The Grants Liaison is responsible for charitable and volunteer requests, and donations.

Special Responsibilities:

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Processes all grant requests and presents them to the Governing Board at monthly meetings with recommendations on amounts that should be given and how they came to that conclusion.
4. Researches opportunities for volunteer service projects at Seymour Johnson AFB and in the local community.
5. Coordinates and organizes donation drives for various organizations.
6. Responsible for identifying any new charities with which the TSSC could become more involved.
7. Coordinates any additional charitable events the Governing Board approves.
8. Research charitable requests not in the charitable budget and present those requests at monthly Board meetings.
9. Writes approval and denial letters for donation requests.
10. Other duties relevant to their position as determined by the President and Charitable Vice President.

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## Scholarship Coordinator

The Scholarship Coordinator is responsible for the organization and implementation of the Scholarship selection process.

Special Responsibilities:

1. Appointed by the Executive Board to serve one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Chairs the Scholarship Committee
4. The number of scholarships and dollar amount of each scholarship is determined by the Scholarship Committee.
5. Calls a meeting of the Scholarship Committee in September to review scholarship rules and make necessary changes. Members of the Scholarship Committee include the Scholarship Coordinator, President, Charitable Vice President, Charitable Treasurer, Advisors, and up to two TSSC members, if needed.
6. Contacts the local college or university's Veterans Affairs office in September to ensure they will provide a rating panel for the evaluation and scoring of scholarship application packages.
7. Updates the Scholarship Packet, making any changes as advised by Scholarship Committee.
8. Contacts the Marketing Director, at least one (1) month prior to distributing applications, for assistance with publicity in the Newsletter, social media, and website.
9. Arranges to take application packages to a representative of the rating committee immediately following the application deadline so they can begin the scoring/evaluation process. Allow at least two weeks for the rating process.
10. Sends out official letters of congratulations to the winners and letters of regret to the remaining applicants. Mails formal invitations to student winners and their parents, continuing education winners and their spouses, a rating panel at EMCC, and any scholarship sponsors.
11. Arranges the ceremony in which the scholarship winners are recognized, presents scholarship certificates at the ceremony, and turns in all receipts to the Treasurer for any scholarship expenses paid out of pocket. This should be done no later than May 15th since expenses must be reflected in that year's budget.
12. Receives the Enrollment Verification forms from the Scholarship Recipients and notifies the Charitable Treasurer to write and mail the scholarship check.
13. Other duties relevant to their position as determined by the President and Charitable Vice President.

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## **Cookie Drive Coordinator**

The Cookie Drive Coordinator is responsible for execution of the annual cookie drive held in December for Airmen living in the dorms at Seymour Johnson AFB.

Special Responsibilities:

1. Appointed by the Executive Board to serve one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Is responsible for coordinating with the First Sergeant Council President to determine the number of Airmen currently residing in the dorms to know how many bags of cookies we will need.
4. Works with the Marketing Director to ensure creation of necessary flyers to advertise for the need for cookie donations from both on and off base partners.
5. Contacts FSS and Commissary to set up Sleigh outside of the commissary to collect cookies for 3 days prior to the event.
6. Ensures Cookie bags are decorated by the local schools as well as coordinates handmade holiday cards that are also made by the schools-May coordinate with all schools or choose based on a rotation schedule.

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## **Auction Director**

The Auction Director is the liaison between the Auction Committee and the Governing Board. This may be co-chaired with the Venue Coordinator.

Special Responsibilities:

1. Appointed by the Executive Board to serve one (1) year beginning in June.
2. Is a voting member of the Governing Board.
3. Chairs the Auction Committee.
4. Recruits volunteers for the Auction Leadership team as well as event volunteers.
5. Coordinates directly with the Venue Coordinator, Volunteer Coordinator, Donations Coordinator, Treasurer and the Decorations Coordinator to ensure they have the support that they need.
6. Oversees set up and teardown of the event in partnership with the Venue Coordinator.
7. Oversees operation of the event.
8. If the Auction Director cannot fulfill her/his duties, the Charitable Vice President will assume her/his duties (does not include the case of a vacancy).

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