

DMOSC CHARITABLE CHAIRPERSON

Job Description ~ 2014-2015

GENERAL JOB DESCRIPTION:

Screens, researches and responds to all charitable requests to the DMOSC. Documents all charitable requests in Charitable Chair Board report. Presents all non-budgeted charitable requests to the General Board for vote. Archives all charitable requests and charitable worksheets in case of IRS audit. Is a member of the General Board. Has voting privileges. Attends all Board Meetings and functions. Reports directly to the Treasurer.

SPECIFIC TASKS:

1. Meetings:

- a. DMOSC Board year begins June 1 and ends the following year on May 31.
- b. The Charitable Chairperson attends all monthly Board meetings and all other regular or special meetings of the DMOSC. Contacts the President and the Treasurer the week before the Board meeting regarding any motions, agenda items (i.e. old and/or new business), and attendance.
- c. Attends the Budget meetings in December and April.

2. Documentation:

- a. Board Notebook: Keeps an accurate and organized notebook with current and past Board year records.
 1. Current: DMOSC Board Meeting/Luncheon dates, DMOSC Organizational Chart, DMOSC Board Roster, Charitable Chair Job Description, IRS Determination Letter, all current Charitable Chair monthly Board Reports, all current DMOSC Board minutes, DMOSC Constitution, By-Laws, and Policies & Procedures, current Budget, blank DMOSC Expense Vouchers, blank DMOSC Charitable worksheets, blank DMOSC Charitable request forms.
 2. Historical (three previous Board year's information): Charitable monthly Board Reports, a minimum of 3 years of the DMOSC Charitable Summary (Excel spreadsheet), Charitable End of Year Reports, historical Budgets.
- b. Charitable Historical File: Keeps accurate file system of all requests, Charitable Worksheets, response letters, and thank you notes. The requests are filed by name of Charitable Organization. This is IMPORTANT in case the IRS audits the DMOSC. The historical data can help future chairpersons with their research.
- c. Electronic Files: Keeps electronic copies of all charitable requests, charitable worksheets, response letters, blank Charitable Request Forms, letterhead, logo, archived Board Reports and financials, and any other pertinent files. These are kept on a flash drive and passed along with the Charitable notebook to the incoming Charitable Chair.

3. Reports:

- a. Board Report: Submits a monthly written Board Report and updated Charitable Summary (Excel spreadsheet) each month, September through May. The Board

Report and Charitable Summary is submitted to the Secretary the Monday prior to the Board meeting as an email attachment. The Board Report must include activities accomplished during the previous month, activities to be accomplished in the coming month, charitable requests- both line item requests and unbudgeted (miscellaneous) requests- and volunteer hours for on-base and off-base volunteer activities. The report must also include any expenses incurred for your position.

- b. End of Year Report: Submits a separate End of Year Report and an End of Year Charitable Summary in May to the President, 1st Vice President, Parliamentarian and the Senior Advisor for continuity of information for the incoming Board.
- c. Budget Report: Submits the estimated Charitable donations for the revised Budget (in December) and for next year's Budget (in April) to the Treasurer before the Budget meeting. Proposes either increases or no changes to both line item donations and general donations, based on current charitable requests and funds available.

4. Charitable Process:

- a. All requests must be in writing and include a signed DMOSC Charitable Request form. Form is available on DMOSC website and in the notebook/e-files.
- b. The DMOSC has two different classifications of requests: Budgeted Line Items and Unbudgeted (Miscellaneous) Requests. Budgeted Line Items are for organizations that the DMOSC historically supports and are a part of the Charitable Budget. Budgeted Line Items are approved when the Charitable Budget is voted on by the membership. They do not need to be presented to the Board (except when recommending an amount over budgeted amount). Unbudgeted (Miscellaneous) Charitable Requests are not line items. The monies requested cannot be used for childcare, labor, salaries, nor food/beverages. The funds cannot exceed \$1,000 without an approval vote by DMOSC General Membership. The Unbudgeted (Miscellaneous) requests under \$1,000 must be presented to the Board for vote.
- c. Checks both email and mail for Charitable requests. Coordinates with the Secretary for Charitable requests that are mailed to the P.O. Box. Checks the Charitable Gmail account: charitable@dmosc.org for requests that are emailed.
- d. Creates a Charitable Worksheet for each request. This includes the name of the organization, the date request was received, the amount requested, whether it's a Budgeted or Unbudgeted (Miscellaneous) request, the date of the Board meeting, and notes. Form is available in the notebook/e-files.
- e. Researches charitable request. Uses information from the Charitable Request form, Charity Watchdog and Charity Navigator, organization's website and archived Charitable Request Forms. Includes information on Charitable Worksheet and in Monthly Board report.
- f. Makes recommendation to Board for approval/denial based on research and budget. Includes in monthly Board Report. If the request is Budgeted and the organization is not requesting more than budgeted, the Board does not need to vote on the request.

- g. Copies Charitable Worksheet. Gives copy to Treasurer at Board Meeting after the Board vote, so Treasurer can write a check if needed.
- h. Writes an award letter to the receiving organization for approved donation and gives a signed original to the Secretary. The Treasurer will write the check to the requesting organization and give the check to the Secretary, usually at the Board Meeting. The Secretary will mail both the letter and the check to the address provided by the Charitable Chair. This provides checks and balances for the money in our Charitable fund.
- i. Writes a denial letter to requesting organization with reason for denial of funds, if applicable. Gives signed original to Secretary. The Secretary will mail letter to the address provided by the Charitable Chair.
- j. Provides the Treasurer with a scanned and emailed copy of the DMOSC Charitable Worksheet and award/denial letter.
- k. Archives all copies of Charitable Request Forms, award/denial letters, Charitable Worksheets and thank you notes from organizations. This is for DMOSC records and in case of IRS audit.
- l. Updates Charitable Summary (Excel Spreadsheet) with new information.
- m. Writes letters to Budgeted Charitable organizations that have not made Charitable requests in February. Secretary mails letters along with DMOSC Charitable Request Form.

5. Scholarship and Charity Auction:

- a. The Scholarship and Charity Auction, along with the DMOSC Thrift Store proceeds are the primary source of Charitable Income. It is recommended that the Charitable Chair be a part of the Auction Planning Committee.
- b. Provides Auction Chair with information about organizations that DMOSC supports through Charitable Fund. The Auction Chairperson includes this information in letter that is sent to request donations to the Auction.
- c. Provides display board of Charitable information to be displayed at Auction
- d. Publicizes Charitable activities at Auction.

6. Charitable Publicity:

- a. DMOSC is a social and charitable organization. It is important to publicize our charitable activities.
- b. Works with Publicity chairperson to include Charitable giving on DMOSC website. Ensures Charitable Request form is current and available for download on DMOSC website.
- c. Provides Charitable updates (such as providing canned food for Airmen Thanksgiving bags) for DMOSC Facebook page and at monthly meetings.
- d. Provides Publicity chairperson 'Charitable Spotlights' for e-newsletter.

(Revised March 2015)