

DMOSC PRESIDENT

Job Description ~ 2014-2015

General Description:

Presides over the DMOSC General Board and Executive Board. Works closely with Advisors. Sets general direction of the DMOSC. Will vote only in case of a tie. Attends all board meetings and functions. Is bonded and signs on all DMOSC bank accounts. Ensures OSC compliance with AFI 34-223, Constitution, By-laws, and Policies and Procedures. Recruits and appoints board members. Ensures annually that the OSC has audits and files appropriate forms with IRS. Signs all important OSC documents. All elected officers and the Parliamentarian report directly to the President.

SPECIFIC TASKS:

1. Presides over and establishes an agenda for all DMOSC Executive Board Meetings, General Board Meetings, Scholarship Meetings, and General Membership Meetings.
 - a. Will put to vote all questions and motions and will decide all questions of order.
 - b. Will vote in case of a tie.
 - c. Will not make a motion or amendment.
 - d. Reviews and co-signs all meeting minutes.
 - e. Have complete knowledge and oversee compliance of the Constitution, By-laws, Policies and Procedures and enforces, at all times, the observance of these documents.
 - f. Shall appoint Parliamentarian, Chairpersons of all Standing Committees, any special Chairpersons, and any co-chairman as deemed necessary.
 - g. May also call special meetings of membership, Executive Committee, and the General Board.
 - h. Shall be an ex-officio member of all committees except Nominating Committee.
 - i. Will not chair the annual DMOSC Charitable Auction.
2. Shall oversee, with help of Honorary President, Senior Advisor, and OSC Board, the dissolution of DMOSC and their funds as per the DMOSC Constitution if it becomes necessary.
3. Will ensure yearly updates to the DMOSC Policies and Procedures and will also ensure the Constitution and By-laws are updated every two years.
4. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMOSC Board Roster, Monthly Calendar Duties, Job Description, DMOSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all current Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), all Board positions Job Descriptions, Parliamentarian Procedures and Motions, Blank Motion Sheets, Constitution, By-Laws, and Polices & Procedures.
 - b. The Board Notebook holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Minutes, all board position After Action Reports (unless the Board reports are copied into the Minutes word for word), Budget Proposals (including revised budgets), all board position Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays – anything that is useful to future chairpersons).

5. Submits a monthly written Board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.
6. Submits a monthly written report and board agenda to the Recording Secretary on the appointed date prior to the board meeting. This can be done via email.
7. Serves as the DMOSC representative on base-wide committees, to include the Volunteer Advisory Committee; maintains and reports all DMOSC volunteer hours to the VAC.
8. Submits the estimated expenditures for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
9. Submits, with help of Treasurer's and Executive Board, a proposed budget at year end for the incoming board.
10. Is an authorized signature on all DMOSC bank accounts and is bonded by the DMOSC Bonding Insurance.
11. If any expenses are incurred, President submits cashier receipts along with a detailed DMOSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
12. For historical data and continuity of information, President also submits a separate "After Action Report" with the monthly report to only the Parliamentarian and Honorary President. This report details circumstances with your DMOSC business. Includes results and solutions or recommendations for an event or situation (i.e. holiday decorating of the Mirage Club, where to buy board gifts, Ways and Means fund raising, etc.), plus itemized descriptions of items purchased or received (i.e. new decorations, new storage bins, list of board gifts purchased and how much).
13. Shall keep Advisors informed and up to date with all information this includes:
 - a. Discussing head table seating arrangements, introductions, and any other protocol for meetings.
 - b. Clearing all dates and invitations with the Senior Advisor for OSC events.
 - c. Checks with Senior Advisor as to any special welcomes, farewells, or protocol that might need to be done.
 - d. Inviting others as deemed necessary to be Honorary Members without payment of dues.
14. Shall ensure OSC compliance by:
 - a. Making sure OSC files yearly with IRS and signs those documents.
 - b. Reviewing and updating if needed OSC Bonding Insurance.
 - c. Shall oversee yearly waiver of Liability Insurance from 355th Wing Mission Support Group Commander. If waiver is denied, must purchase Liability Insurance to operate as a PO on the installation.
 - d. Making sure annual review of Treasurer's books is completed as per AFI 34-223 and Policies and Procedures.
 - e. Having the Secretary submit a signed copy of minutes, Treasurer's Report to DM Private Organization Coordinator at Services.
15. Shall maintain a working relationship with base leadership, Airmen and Family Readiness Center, Heartlink, DM Mirage Club, Enlisted Spouses' Association, and Retired Officers' Wives Club.

16. Provides leadership and direction for the DMOSC
 - a. Shall meet with Vice President, Programs/Reservations in May or June to establish the DMOSC social calendar for the year.
 - b. Shall submit a president's welcome for the website.
 - c. Shall submit a welcome letter to the Airmen & Family Readiness Center for welcome packets and to Heartlink for Heartlink folders.
 - d. Shall submit a welcome letter/information to the Mirage Club to have on hand for newcomers.
 - e. Shall submit a roster to the Airmen & Family Readiness Center and Club for contact information.
 - f. Purchase all appreciation gifts for outgoing board members and all farewell gifts for Honorary President, Honorary 1st Vice President, Senior Advisor, and Advisor (may choose to delegate this to Vice President).
17. Will establish a yearly OSC Calendar to include all charitable and social fund-raisers, social events, Christmas Gift Wrap, Christmas Decorating at Club, Gala, Scholarships, CFC Campaign, etc.
18. Will ensure all appropriate paperwork gets submitted by Parliamentarian and is approved by 355th Wing for Liability Waiver, fund-raiser approvals, and recognition as a Private Organization each year.
19. WILL HAVE FUN!

(Revised March 2015)