

DMOSC THRIFT SHOP CHAIRPERSON
Job Description ~ 2014-2015

General Description:

Coordinates with the paid manager on the efficient and cost-effective management of the Thrift Shop. Ensures Thrift Shop operations within the AFI 34-223 and IRS codes. Is a member of the General Board. Is a member of the Thrift Shop Council. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Thrift Shop Chairperson attends all Board meetings and all other regular or special meetings of the DMOSC.
2. 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 Board Monthly Reports (including agendas, minutes, regular board reports and after action reports), Constitution, By-Laws, and Policies & Procedures, blank OSC Expense Vouchers and blank OSC baby-sitting vouchers.
 - b. The Board Notebook holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Thrift Shop monthly Board Reports, DMOSC Volunteer hours, Minutes, all Thrift Shop After Action/End of Year Reports, Budget Proposals (including revised budgets), Thrift Shop Historical Data (i.e. 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)
3. Submits a monthly written board report to the Secretary the Monday prior to the board meeting. This can be done via email or by dropping a paper copy in the Secretary's folder in the DMOSC mail box at the Mirage Club or by hand delivering it to the Secretary.
4. 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 and volunteer hours for on-base and off-base volunteer activities. The report must include the Thrift Shop monthly financial statement.
5. Submits the estimated income/distributions from the Thrift Shop for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. For historical data and continuity of information, Thrift Shop Chairperson also submits a separate End of Year Report in May with the monthly report to the

President, Vice President, Parliamentarian and possibly the Senior Advisor. This report details circumstances with your DMOSC business. Includes results and solutions or recommendations for the Thrift Shop. Plus a year end accounting summary of the Thrift Shop activities. **Basically a summary of the year and what you would do for the next year.**

7. Thrift Shop Chairperson reports directly to the Treasurer. But still informs the President on all pertinent issues.
8. Contacts the Treasurer the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance. Contacts the President with these additions and information as well.
9. Notifies the Treasurer and keeps the President informed on any problems that might arise.
10. Thrift Shop Chairperson will volunteer at the Thrift Shop on a regular basis.
11. Will sit on the Thrift Shop council and work closely with the Thrift Shop Manager.
12. Will ensure that the Thrift Shop is abiding by all rules and regulations to include: 355th Wing Base Private Organization rules, AFI 34-223, IRS codes and any Arizona State Tax codes that may apply.
13. Will work closely with the Enlisted Spouses Association Thrift Shop liaison.
14. Will report the monthly Thrift Shop OSC volunteer hours.
15. Will notify the President and Senior Advisor of any serious issues or improprieties that arise at the Thrift Shop.
16. Volunteer staff and management are to receive invitations to the Charity Auction each time it is held.
17. Contacts the new chairperson filling the job for next year's board. You must set up a time to meet before the combined June board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork.
18. Thanks for volunteering and have a great year!

(Revised March 2015)