

DMOSC VICE-PRESIDENT
Job Description ~ 2014-2015

General Description:

Serves as an assistant to the President and fills in when necessary. Oversees the Standing Committees. Is a member of the Executive Board. Has voting privileges. Attends all Board meetings and functions. Is Bonded and signs on all DMOSC bank accounts. Conducts review of OSC financial transactions.

SPECIFIC TASKS:

1. Performs the duties of the President in her absence. If a vacancy occurs in the President's position, the Vice President may assume the office of President, if so desired.
2. Assists the President at all times and maintains a working knowledge of all DMOSC activities.
3. Is an authorized signature on all DMOSC bank accounts and is bonded under the DMOSC Dishonesty Bond Insurance.
4. Attends all Board meetings and all other regular and/or special meetings of the DMOSC. Attends the Budget Committee meetings.
5. Reviews all financial documents for both the operating and charitable accounts, at least once per quarter. Verifies transactions based on bank statements. Reconciles receipts and checks. Reports any discrepancies or non-compliance with OSC financial procedures to the Board.(See addendum for details of financial review)
6. 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 Social Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), all Social Committee 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, Committee After Action Reports, Monthly Board Reports (unless copied word for word into the Minutes), Budget Proposals (including revised budgets), Social Committees' 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).

7. **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 any finance, expense, or motion items. The report should also include number of volunteer hours. The Board report is due to the Secretary by the appointed date prior to the Board meeting.
8. Serves as, or designates, the DMOSC Property Custodian. The Vice President is responsible for the DMOSC closet, containing the DMOSC property, in the Thrift shop and Club. The Vice President has an inventory of all DMOSC property.
9. Submits receipts, along with a detailed DMOSC Expense Voucher explaining the reason for the purchase, to the Treasurer, if any expenses are incurred. All income and expenses for that month must be included in the Monthly Board Report.
10. Assumes or appoints duties when committee chairpersons are absent/vacant positions. Supports all fundraising charitable activities, i.e. Charity Auction, Gift Wrap. Coordinates and over-see any planned DMOSC social function. A social function may include a luncheon, a coffee, a special activity social event, or a special farewell or welcome event. Vice President works with the following committees to organize social events, both formal and informal, for the DMOSC:
 - a. Membership
 - b. Reservations
 - c. Retired Spouses
 - d. Charity Auction
11. Acts as liaison between the President and these committees. Responsible for keeping the President informed on any problems.
12. Coordinates with the Membership, Programs. Reservations to plan for the arrival and departure of Honorary Officers and Distinguished Visitors for any social functions that arises during the year. This includes purchasing a Gift and/or flowers for the Honorary President and Senior Advisor upon arrival at DM.
13. Coordinates with Programs, Reservations, the President and Honorary President/Advisors for each function in reserving and establishing Head Tables at each monthly function as necessary. This includes reserving appropriate seating for any Honorary Member that may attend or Distinguished Visitor.
14. Is responsible for assembling a scrap book/journal for the Outgoing President and Honorary President, if necessary. This includes taking pictures throughout the year for the scrapbook.

15. Reviews and revises job description if necessary in December. Submits revised job description to the Parliamentarian at the January Board meeting. Please note on your job description the year it was reviewed or revised.
16. Contacts the chairperson filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.
17. Assists with a smooth transition between Board years. Help ensure all notebooks have been transferred to incoming Board members. Strongly encourage incoming and outgoing members to attend June's Combined Board Meeting.
18. Thank you for volunteering your time and have a terrific year!

(Revised March 2015)

Addendum: Details for Financial Review

The Vice President must conduct a financial review at least once a quarter. The Treasurer will give you a binder with the information for both the operating fund and the charitable fund, including income and expense vouchers, receipts, deposit receipts, and bank statements.

1. Check all the income and expense vouchers. Verify that deposits add up. Verify that the totals match the bank deposit slip. Verify that receipts are included with expense vouchers and that they match. Verify amounts on Treasurer's check register. Check the math. Pay close attention to any cash transactions.
2. Review the bank statements. Sign and date the first page of each statement and initial each page after that. Make sure there are copies of the checks that have been written. Look for 2 signatures on all checks over \$100. Compare the bank statements with the Treasurer's report, verifying deposits, withdrawals, and balances.
3. Check the dissolution funds. There must be 2 separate accounts, one each for the operating fund and the charitable fund, and there must be a minimum of \$1000 in each.
4. Look at the checkbook periodically. Make sure no checks have been written out of order. Verify that the last check written matches the Treasurer's record.

5. Write down any questions or discrepancies in the binder for the Treasurer to provide further explanations. Any transactions that do not follow OSC's financial procedures must be reported to the board.