

## Barksdale Spouses Club Board Positions & Descriptions 2021-2022

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
President	<ol style="list-style-type: none"> <li>1. Preside over all BSC Executive Board meetings, board meetings, committee meetings, and general membership meetings and lead board in governance functions.</li> <li>2. Oversee all operations of charitable and operational sides of the BSC.</li> <li>3. Oversee and maintain relationships with both base and community liaisons.</li> <li>4. Maintain working knowledge of Robert's Rules of Order in addition to all legal parameters and guidelines set out by Barksdale Private Organizations.</li> <li>5. Maintain working relationships with all advisors.</li> <li>6. Be well versed in 501(c)3, 501(c)4, and 501(c)7 legal operations.</li> <li>7. Extract monthly meeting agenda from board reports given by elected and appointed board members.</li> <li>8. Complete any and all jobs and/or responsibilities not performed or completed fully (aka "pick up the slack").</li> <li>9. Appoint, with Executive Board approval, the Parliamentarian and Chairs of all standing and special board positions necessary to conduct the business of the BSC.</li> <li>10. Maintain a working knowledge of new things being done by other Spouses' Clubs.</li> <li>11. Ensuring that all activities, both public and private, are in accordance with the mission of the BSC.</li> <li>12. Maintain a working knowledge of, and compliance with, all legal responsibilities of financial operations of the organization and legal fundraising practices.</li> <li>13. Develop and maintain relationships with donors, volunteers, leadership, and membership of BSC at-large.</li> <li>14. Ensuring effective communication about the organization and its mission, programs, and priorities.</li> <li>15. With Treasurers will establish a system for the protection of club assets and ensure that the liabilities do not exceed its income.</li> <li>16. Participate in Scholarship Committee</li> <li>17. Participate in Budget Review Committee</li> </ol>	Elected
1 <sup>st</sup> /Operational VP	<ol style="list-style-type: none"> <li>1. Perform the duties of the President, 2<sup>nd</sup> VP &amp; Parliamentarian in his/her absence.</li> <li>2. Required monthly attendance at Exec. Board Meetings</li> <li>3. Assist BSC President at all times and maintain a working knowledge of all club activities.</li> <li>4. Serve as Special Project Officer for all non-charitable fund-raisers and, as such, organize and supervise any activities justified by the interest and support of the Members and approved by the honorary and governing board Members.</li> </ol>	Elected

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
	<ol style="list-style-type: none"> <li>5. Supervise the activities of the following: Social Coordinator, Membership Coordinator, Hail &amp; Farewell, Reservations, Ways and Means, Property Manager, Historian and Childcare.</li> <li>6. Help plan and coordinate all spouses' socials; assist with setting up and tearing down all socials. Attend the Budget Meetings for both Charitable and Operational. Help with the Operational Budget.</li> <li>7. May cosign Operational &amp; Charitable checks with Barksdale Federal Credit Union. Assist with getting payments at the socials or for membership. Assist with Raising monies for the Operational. Stay in contact with the accountant/attorney for tax purposes.</li> <li>8. Participate in Budget Review Committee</li> </ol>	
2 <sup>nd</sup> /Charitable VP	<ol style="list-style-type: none"> <li>1. Raise funds for BSC Charitable Efforts; assist base organizations and the surrounding military community at-large, focus on local service members and their families, local non-profits, scholarships to military spouses and dependents and classroom grants for K-12 Military Affiliated Teachers.</li> <li>2. Required monthly attendance at Exec. Board Meetings</li> <li>3. Organize BSC biggest fundraiser of the year the Shamrock Shuffle - This annual 5K/10K event raises money for the 501(c)3 branch of the Barksdale Spouses' Club. It is traditionally held in March around St. Patrick's Day. Cultivate relationships with local businesses and other entities that are interested in supporting the goals and mission of BSC.</li> <li>4. Supervise the activities of the Volunteer Coordinator, Charitable Coordinator, Newsletter, Webmaster, Community Representative, Scholarship Coordinator, Associate Representative, BSC Store Manager, Fundraising Chair, and Publicity and Public Relations Chair</li> <li>5. Perform the duties of the First Vice President in her/his absence</li> <li>6. Serves on the BSC store committee (if applicable) as a voting member and attends all scheduled meetings or provides a designee.</li> <li>7. May cosign Operational &amp; Charitable checks with Barksdale Federal Credit Union. Assist with getting payments at the socials or for membership.</li> <li>8. Participate in Scholarship Committee</li> <li>9. Participate in Budget Review Committee</li> </ol>	Elected
Secretary	<ol style="list-style-type: none"> <li>1. Record and review the minutes of all regular and special meetings of the General Membership, Governing Board, Executive Board and Budget meetings.</li> <li>2. Required monthly attendance at Exec. Board Meetings</li> <li>3. Be custodian of permanent records of the BSC, to include a copy of the insurance policy, which will be kept for seven years.</li> <li>4. Be responsible for all correspondence of the BSC, including notifying Members of the Governing Board of special meetings.</li> <li>5. Post minutes and board reports to a designated location and maintain a current list/organizational chart of the Governing Board Members and their phone numbers.</li> </ol>	Elected

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
	<ol style="list-style-type: none"> <li>6. Answer incoming calls from the BSC website and send them to the respective parties.</li> <li>7. Post the approved minutes of the Governing Board meetings and the monthly financial reports.</li> <li>8. Be responsible for printing, collecting, and distributing business memoranda and mail.</li> <li>9. Send reminders to other members when necessary and helping out with what you can; socials, fundraising, etc.</li> <li>10. Participate in Budget Review Committee</li> </ol>	
Operational Treasurer	<ol style="list-style-type: none"> <li>1. Manage &amp; maintain the BSC operational checking &amp; savings account/financial records. Keep an exact record of all money received and disbursed from the BSC Operational account. Prepare a monthly Income and Expense financial statement</li> <li>2. Required monthly attendance at Exec. Board Meetings</li> <li>3. Reimburse board members for monthly socials and pay for venues for the socials. Assist with monthly socials as needed.</li> <li>4. Collect money for merchandise sold.</li> <li>5. Collect dues from potential members.</li> <li>6. Be the custodian of BSC insurance policies and tax records.</li> <li>7. Chair of the Budget and Finance Committees.</li> <li>8. Give the contracted accountant records of all receipts, disbursements, financial reports and bank statements for review at the close of the fiscal year, upon resignation, and/or as needed.</li> <li>9. Check the BSC mailbox weekly and distribute mail and correspondence accordingly.</li> <li>10. With President will establish a system for the protection of club assets and ensure that the liabilities do not exceed its income.</li> <li>11. Participate in Budget Review Committee</li> </ol>	Elected
Charitable Treasurer	<ol style="list-style-type: none"> <li>1. Maintain &amp; manage the BSC charitable checking account/financial records.</li> <li>2. Required monthly attendance at Exec. Board Meetings</li> <li>3. Complete monthly reports of all money received and disbursed from the BSC charitable account.</li> <li>4. Send and/or deliver charitable donations to those that the board and/or membership approve. Hold finance meetings twice per year to evaluate the budget.</li> <li>5. Presents operational budget recommendations from the Budget Committee to the Board of Governors for Annual Budget, for approval no later than May.</li> <li>6. Presents charitable budget recommendations from the Budget Committee to the Board of Governors for Mid-Year Budget, for approval no later than January.</li> <li>7. Prepares yearly budget for upcoming fiscal year, June 1 to May 31 in conjunction with the incoming Budget committee</li> <li>8. Co-Leads Budget Review with the Operational Treasurer.</li> <li>9. Annually bonds the President, 1st Vice President, 2nd Vice President, Operational Treasurer, Charitable Treasurer, Member Services, Reservations, and Ways &amp; Means.</li> </ol>	Elected

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
	10. With President will establish a system for the protection of club assets and ensure that the liabilities do not exceed its income. 11. Participate in Budget Review Committee	
Parliamentarian	1. Be versed in the rules of parliamentary procedure in order to advise the President, the Executive Board, and Governing Board Members on points of order and proper procedure, according to the BSC Constitution, Bylaws, and Robert's Rules of Order, Newly Revised Edition. 2. Required monthly attendance at Exec. Board Meetings 3. Serve as Chair on the BSC Nominating Committee 4. Serve as Chair on the Constitution and Bylaws Review Committee 5. Ensure adequate liability insurance coverage against personal injury and property damage claims that may arise from the activities of the BSC or its Members per AFI 34-223, or obtain an insurance waiver from the installation commander or designee. This waiver with completed signature blocks must be attached and should be updated annually. 6. Be the BSC's primary contact with the Private Org Monitor in matters that pertain to the BSC 7. Advise President if a quorum is present at all meetings. 8. Verifies the votes placed during motions and elections. 9. Ensuring the BSC Constitution and authorization are reviewed every other year (even numbered years) and are consistent with Air Force policies as amended. 10. Participate in Budget Review Committee	Appointed
Ways & Means	1. Develops methods and resources for raising the necessary revenues for the expenses for Club 2. Attend any BSC functions, socials & meetings as applies to the Fundraising Chair activities. 3. Sets up and supervises the Ways and Means table at BSC functions. This table holds items owned by the BSC that is for sale to our membership such as cookie cutters, hats, etc. Secures money during events and turns over funds collected from the above tables to the Treasurer. 4. Procures personal property items to resell at Air Force and community events and BSC socials. These items can't be similar to items for sale at the BAFB BX or base museum per the Private Organization guide. 5. Coordinate events with the Fundraising Coordinator to ensure Private Organization Guide rules are adhered to (no more than two fundraising events per calendar quarter).	Appointed
Membership	1. Attend bi-monthly Right Start meetings organized by the ARFC (usually held at The Buff Event Center) to meet with new airmen & their spouses. 2. Attend monthly BSC Board Meeting. 3. Look for opportunities to increase BSC Membership through events, socials & recruitment drives. 4. Maintain updated contact information for club members. 5. Help organize members into requested BSC Small Clubs.	Appointed

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
Social Chair	<ol style="list-style-type: none"> <li>1. The Social Coordinator is required to plan a social each month (August - May) for all Members. This includes deciding with the Board the theme for each month, planning activities to do during the social, buying any supplies (will get reimbursed) while staying in budget, securing a location, letting the membership know about the social, and keeping track of who will be attending. During the event, you act as coordinator--making sure the members move from one thing to another. You will also make sure the clean up after the event leaves the space cleaner than when you arrived.</li> <li>2. The Social Coordinator also files a board report and attends all board meetings.</li> </ol>	Appointed
Scholarship Chair	<ol style="list-style-type: none"> <li>1. Chair the Scholarship Committee</li> <li>2. Plan, coordinate and execute the BSC annual scholarship and teacher grant.</li> <li>3. Requires tasks such as recruiting a judge panel, planning the scholarship banquet, managing the application and judging process.</li> <li>4. Funds will depend on how successful fundraising efforts were for the fiscal year.</li> </ol>	Appointed
Community Representative	<ol style="list-style-type: none"> <li>1. Work to build and maintain relationships with partner businesses in the community.</li> <li>2. Help to build awareness of BSC and its mission throughout the Shreveport-Bossier Community.</li> <li>3. Assist the 2<sup>nd</sup> VP/Charitable in securing Shamrock Shuffle race sponsorships and work to publicize these sponsorships as appropriate.</li> <li>4. Work with the Public Relations Chair to build strong media relationships that are supportive of BSC and its Shamrock Shuffle in order to grow publicity for the race.</li> <li>5. Work with the 2<sup>nd</sup> VP, the Social Chair, and the Public Relations Chair to build a marketing plan for the Shamrock Shuffle.</li> </ol>	Appointed
Childcare/Volunteer Coordinator:	<ol style="list-style-type: none"> <li>1. Works with Social Chair in recruiting volunteers to set up for BSC socials, fundraising events &amp; other gatherings.</li> <li>2. Also secures, when applicable, childcare for social or fundraising events.</li> </ol>	Appointed
Webmaster, Publicity & Public Relations Director	<ol style="list-style-type: none"> <li>1. Maintains BSC website, FB &amp; instagram (as applicable) &amp; is an Admin for BSC Facebook Page.</li> <li>2. Ensures Domain name registration and hosting of BSC web site is up to date.</li> <li>3. Ensures accuracy of information on website &amp; prompt updates to information on website.</li> <li>4. Responsible for keeping an updated list with all BOSCO g-mail account passwords.</li> <li>5. Works with Publicity/PR, President, Social Media Director and Newsletter Coordinator to strategically promote BSC on and off base.</li> </ol>	Appointed
Property Master	<ol style="list-style-type: none"> <li>1. POC between CE &amp; BSC – attends to BSC property &amp; Shed</li> <li>2. Assists Ways &amp; Means with BSC property &amp; sales.</li> </ol>	Appointed
Newsletter	<ol style="list-style-type: none"> <li>1. Puts together monthly newsletter via email on BSC events &amp; updates.</li> </ol>	Appointed

Position	Duties	Elected or Appointed
<b>Term of Office for all BSC Board Positions is June 1, 2021 to May 31, 2022</b>		
Historian	1. Takes pictures at BSC fundraising events, socials & other events & uploads them to BSC Website, FB or Instagram (as applicable)	Appointed
Associate Representative	1. Liaison with Associate (Retired) Military (any branch) Spouses that are eligible to be in BSC.	Appointed
Fundraising Chair/Shamrock Shuffle Chair	<ol style="list-style-type: none"> <li>1. Keep accurate account of all income and expenditures related to the Fundraiser Chair on a monthly basis and prepare and submit a quarterly financial statement to the Treasurer(s) and Governing Board.</li> <li>2. Present a reconciliation of the Fundraiser Chair income/expense vouchers and receipts to the Treasurer(s) and Board of Governors upon completion of the fundraising event.</li> <li>3. Attend any BSC functions, socials &amp; meetings as applies to the Fundraising Chair activities.</li> </ol>	Appointed