**Board Member Duties**

**Chairman**

1. Preside over all meetings of the Thrift Shop Board.

2. Call special meetings and committee meetings, when necessary.

3. Prepare agenda for regular and special meetings.

4. Act as a secondary signature on all Thrift Shop checks as needed.

5. Submit request for continuing the operation of the Thrift Shop to the Directors, DFMWR 90 days prior to expiration date, IAW AR 210-22 and FR Reg. 210-17.

6. Submits a current roster of Board Members, with phone numbers, email addresses and mailing addresses, to the Director, DFMWR (IAW FD Reg. 210-17), in June. The roster will be updated and re-submitted, as needed. If the Chairman is unavailable, this duty defaults to the Secretary. The Chairman may choose to relegate this duty to the Secretary.

7. Chairman signs the UIC Space Assignment with the Business Operations of Real Properties Division at 4896 Nininger Street, Fort Drum, New York 13602, telephone number: (315) 772-6117.

8. Chairman becomes a signatory on the Thrift Shop bank accounts.

9. Chairman will oversee all Board positions, ensuring job responsibilities are being upheld and maintained.

10. Chairman will serve as a direct Advisor/Supervisor to the Manager.

11. Will be prepared to make recommendations to the Board of Directors on matters she/he determines is for the betterment of the Thrift Shop and/or the relationship between the Thrift Shop and the Fort Drum community.

12. Will attend all functions/events on Fort Drum or in the local community where the Thrift Shop needs to be or should be represented.

13. Will be a non-voting member of the Board. Only in the event of a tie vote, will the Chairman vote to break the tie.

14. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flee Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.