

**Fort Drum Thrift Shop**

**Today’s Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Name:** ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation to Fort Drum**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Position of Interest**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Alternate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you volunteered in the past:** YES NO **Registered in VMIS:** YES NO

**If yes, where and what position(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please briefly explain why you are interested in volunteering with the Fort Drum Thrift Shop and how would you best fit the role of the desired position(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please email your completed application to the Fort Drum Thrift Shop Parliamentarian at fdtssradvisor@gmail.com or mail to Fort Drum Thrift Shop P.O. Box 485 Fort Drum, NY 13602.



**Fort Drum Thrift Shop**

**Executive Board Positions and Descriptions:**

**(Full job descriptions for each position are available in the Fort Drum Thrift Shop Constitution)**

**Chairman:**

1. Responsible for overall Thrift Shop operations.
2. Oversees and ensures all members of the board are fulfilling respective roles and duties assigned to those roles.
3. Direct Advisor/Supervisor of the Manager of the Thrift Shop.
4. Attend all functions and/or events in the local community to represent the Thrift Shop.
5. Conducts monthly meetings with members of the board, unless conflict prevents otherwise.
6. Conducts special meetings with designated members, as needed.

**Vice Chairman:**

1. Responsible for the overlook and process of all Thrift Shop Community Grant Requests.
2. Presents Community Grant Requests to the board members at monthly meetings.
3. Will chair the Scholarship Committee.
4. Assumes duties of the Chairman in the event of the Chairman’s absence.

**Secretary:**

1. Responsible for the recording and filing of all Thrift Shop Board Meeting minutes.
2. Will maintain an updated roster of all board members.
3. Prepares, records, and submits any and all Thrift Shop correspondence as needed.
4. Responsible for submitting monthly board meeting correspondence to Fort Drum DFMWR within 14-days of each board meeting.
5. Requests annual After Action Reviews (AAR) from each board member and maintains for the subsequent board.

For a list of other volunteer or employment opportunities with the Fort Drum Thrift Shop, please visit [www.fortdrumthriftshop.com](http://www.fortdrumthriftshop.com).