



Board of Governors Application
2019-2020

Name: _____

Address: _____

Phone: _____

E-mail: _____

KSSC / KSWC

Board of Governors Positions:

- President
- Executive Secretary
- Parliamentarian

Kirtland Spouses' Social Club (KSSC)

Board of Governors Positions:

- Admin Treasurer
- V.P. Events
 - Mini Club Chair
 - Facility Reservations Chair
- V.P. Communications
 - Membership Chair
 - Publicity Chair
 - Historian

Kirtland Spouses' Welfare Club (KSWC)

Board of Governors Positions:

- Welfare Treasurer
- V.P. Welfare
 - Scholarship Chair
 - Grants Chair
 - Operation Ball Gown (OBG) Chair
 - Thrift Shop Liaison
- V. P. Community
 - Member at Large
 - Service Chair

PLEASE NOTE: All KSSC and KSWC Board positions are expected to attend Board meetings on a monthly basis and attend all functions sponsored by the Kirtland Spouses' Club in addition to the responsibilities of the position held.

Board meetings are currently held on the second Tuesday evening of the Month.

Current and/or Previous Spouses' Club Experience at any base:

Position: _____

Dates: _____ Location: _____

Position: _____

Dates: _____ Location: _____

Position: _____

Dates: _____ Location: _____

Please return completed application to: KSC Parliamentarian @
P.O. Box 5488, Albuquerque, NM 87185 / KSCParliamentarian@gmail.com



How do you feel you can best contribute to the continued success of the KSC?

Prior experience in volunteer organizations:

Signature of Applicant

_____/_____/_____
Date

Board Position Overview: (Partial Description)

- **Parliamentarian** – maintains procedures during meetings, coordinates reviews and updates of governing documents, conducts voting
- **Admin Treasurer** – responsible for admin bank account, budget and taxes (deposits, expense checks, coordinate with tax accountant, etc.)
- **V.P. Events** – plans and implements monthly socials for KSC membership
- **Mini Club Chair** – coordinates with POC of mini-clubs for successful implementation of mini club activities
- **V.P. Communications** – responsible for creating and maintaining an effective KSC communication plan for membership and outreach opportunities
- **Membership Chair** – maintains membership contact information, attends information events to recruit new members
- **Publicity Chair** – promotes KSC activities (Facebook, Nucleus, newsletter, bulletin boards, etc.)
- **Historian** – maintains the history of the KSC, including taking pictures at all events and gatherings, and creating keepsake end of year photo album
- **Welfare Treasurer** – responsible for welfare bank account, budget and taxes (deposits, expense checks, Thrift Shop consignment checks, coordinate with tax accountant, etc.)
- **V.P. Welfare** – responsible for managing the welfare team and coordinating with Thrift Shop management
- **Scholarship Chair** – operates the College Scholarship program
- **Grants Chair** – operates the Grants program
- **Thrift Shop Liaison** – communicates Thrift Shop issues with the Board and coordinates Thrift Shop promotion (volunteering at the Thrift Shop is recommended)
- **V. P. Community** - responsible for managing the community team and for creating and maintaining an effective plan for base community interaction
- **Member at Large** – attend and promote the KSC at base meetings focused on spouse concerns
- **Service Chair** – responsible for service projects (KSC Cookie Drive, food drive, etc.)

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