

LSC General Duties

- A. Submit monthly board reports
 1. Describe previous month's activities performed.
 2. Reports should be typed and include position
 3. Board reports are due to the Secretary by the date and time stipulated.
 4. State any expense or income for the month at the end of your report.
- B. Submit reimbursement voucher sheets monthly to the Treasurer; keep a copy in your notebook.
- C. Inform the President and Parliamentarian of any motions you may need to make prior to the meeting.
- D. Keep a current notebook updated with the following or refer to "online binder":
 1. Board of Governors Roster
 2. Parliamentary Procedures
 3. Board Meeting Procedures
 4. Constitution and By Laws
 5. Job Description
 6. Copy of Vouchers
 7. Board Reports for the current year and the prior year for your position
 8. Copy of the Social and Charitable Budgets
 9. Correspondence of any pertinent information
- E. Review your job description annually and revise, if needed, in January; return it to Team Lead by the end of January.
- F. At the end of your term, write a general overview for your successor to include ideas and suggestions based on your experiences; distribute to President and Vice Presidents; file a copy in the notebook.
- G. Each board member shall attend all board meeting and socials.
- H. Confidentiality is expected regarding opinions expressed during the board meetings or any other meeting involving board issues.

Position	Reports to	Voted/ Appointed	Committees	Job Highlights	Estimated Commitment
President	-633 rd ABW -FSS -Advisors	Voted	-Budget -Constitution & Bylaws -Thrift Store	<input type="checkbox"/> As elected leader of the LSC, cultivates organizational vision, ensures executive function, and exemplifies the spirit of LSC's social and philanthropic objectives. <input type="checkbox"/> Leads the Executive Team, oversees organizational administration, and appoints coordinators to vacated offices. <input type="checkbox"/> Sets agendas and presides over all Governing Board and General Membership meetings, but does not vote except in case of a tie. <input type="checkbox"/> Collaborates frequently with Advisors and Honorary Officers. <input type="checkbox"/> Manages designated operational funds.	60-80hrs
1 st Vice	President	Voted	-Budget	<input type="checkbox"/> Directs all aspects of LSC event planning. <input type="checkbox"/> As Events Team lead, supports and supervises Programs, Activities, and Reservations coordinators. <input type="checkbox"/> Collaborates with Executive Team to manage LSC events calendar. <input type="checkbox"/> Works with Programs to promote participation and publicize LSC events. <input type="checkbox"/> As First Vice, assumes presiding role in absence of the President.	30-40
2 nd Vice	President	Voted	-Budget	<input type="checkbox"/> Directs LSC philanthropic endeavors.	30-40

			<ul style="list-style-type: none"> -Thrift Store -Charitable -Scholarship 	<ul style="list-style-type: none"> <input type="checkbox"/> As Welfare Team Lead, supports and supervises the Thrift Shop, Grants, and Scholarship Coordinators. <input type="checkbox"/> Directs operation of the LSC Thrift shop, the income generating mechanism which finances LSC philanthropic endeavors. <input type="checkbox"/> Votes on the Thrift Shop Advisory Committee. Meets at least quarterly to discuss management of operations, paid employees, volunteerism, and development. <input type="checkbox"/> Partners with Welfare Treasurer and Welfare Team to ensure responsible accrual and dispersion of charitable funds. <input type="checkbox"/> Works with VP of Communications to promote volunteerism and publicize LSC philanthropy. <input type="checkbox"/> As Second Vice, assumes duties of President if VP Events (First Vice) is unable. <input type="checkbox"/> Manages any designated operational funds (see Administrative and Welfare Budgets). 	
Admin Treasurer	1 st Vice	Voted	-Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Supervises all operational finances (Administrative Account) of the LSC. Manages bank account permissions, reconciles bank records, pays bills and oversees CPA services (to include tax preparation/insurance/bond). <input type="checkbox"/> Partners with Welfare Treasurer and assumes duties in his/her absence. <input type="checkbox"/> Responsible for funds reimbursements, settling accounts with money handlers, and ensuring payment of programs related expenses. 	10-15
Charitable Treasurer	2 nd Vice	Voted	<ul style="list-style-type: none"> -Budget -Charitable -Thrift Store -Scholarship 	<ul style="list-style-type: none"> <input type="checkbox"/> Supervises all philanthropic finances (Welfare Account) of the LSC. Manages bank account permissions, reconciles bank records, pay bills, and oversees CPA services. <input type="checkbox"/> Partners with Administrative Treasurer and assumes duties in his/her absence. <input type="checkbox"/> Manages designated operational funds (see Administrative Budget). 	10-15
Secretary	President	Voted	-Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Records and Posts minutes for all Executive Team, Governing Board, and General Membership meetings. <input type="checkbox"/> Compiles official documents, monthly reports, sends appropriate documents and business to VP of Communications for long term archiving of reports. <input type="checkbox"/> Manages office operations including weekly mail pick up/distribution, office supplies, and inventory. <input type="checkbox"/> Coordinates occasional cards/gifts per policy 	5-10

				for babies, illness, death, etc.	
Parliamentarian	President	Appointed	<ul style="list-style-type: none"> -Budget -Constitution & Bylaws -Thrift Store -Nominating 	<ul style="list-style-type: none"> <input type="checkbox"/> Advises Executive Team in matters of parliamentary procedure and JBLE policy. <input type="checkbox"/> Interprets the LSC's governing documents to include Constitution, Bylaws, and other operating guidelines. <input type="checkbox"/> Oversees voting process and does not vote at the Executive and General Board meetings. <input type="checkbox"/> Supervises annual review of job descriptions. <input type="checkbox"/> Shall determine a quorum and oversee all voting. <input type="checkbox"/> In charge of new board induction ceremony 	5-10
Webmaster	President	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Works in partnership with Executive, Events, and Welfare teams to continuously monitor and generate web content news, event publicity calendar, photos, advertising, and organizational information. <input type="checkbox"/> Provides website administration training for key board members. <input type="checkbox"/> Manages administrator permissions, identifies and corrects technical problems (or refers to provider for correction), and backs up web content to ensure recovery. <input type="checkbox"/> In cooperation with the Secretary, maintains long term digital, online archiving of LSC records. <input type="checkbox"/> Manages GoDaddy email forwarding service 	5
Social Media	President	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Publishes information to all social media outlets <input type="checkbox"/> Respond to online questions <input type="checkbox"/> Builds online following 	5-10
Tosa Liaison	President	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Delivers information between the two organizations <input type="checkbox"/> Requires membership in both organizations 	5-10
Eustis Liaison	President	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Delivers information between the two organizations <input type="checkbox"/> Requires membership in both organizations 	5-10
Member at Large	President	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Serves as liaison between the LSC and the larger local community, including the spouses of local resident retirees. Establishes and maintains cooperative relationships with other organizations military, services, and civilian. You are our anchor of continuity within the local community. <input type="checkbox"/> Represents the LSC and promotes goodwill at external functions, including newcomers' briefings, information fairs, etc. <input type="checkbox"/> Collaborates with Communications Team to facilitate internal/external communication. 	5-10

				<ul style="list-style-type: none"> • Selectively compiles relevant information from external organizations and distributes to LSC members. • Helps prepare and distribute LSC publications to external audiences. • Responds to (or forwards) request for information from external sources. <input type="checkbox"/> Volunteer Coordinator for requests received by outside organizations.	
Volunteer Liaison	President	Appointed		<input type="checkbox"/> Manages all volunteer events <input type="checkbox"/> Responsible for recruiting and filling volunteers for events	5-10
Publicity	President	Appointed		<input type="checkbox"/> Distributes information, events and activities of the club <input type="checkbox"/> Requests coverage as needed from base public affairs for special functions <input type="checkbox"/> Prepares fliers or news as needed	5-10
Retiree Liaison	President	Appointed		<input type="checkbox"/> Serves as a liaison between the club and retiree members	5
Key Spouse/ A&FRC Liaison	President	Appointed		<input type="checkbox"/> Serves as a liaison of information between the key spouse groups on base, A&FRC and finds ways to assist with their missions in a collaborative effort <input type="checkbox"/> Works on volunteer opportunities within these organizations <input type="checkbox"/> Attends A&FRC events and courses as a representative for the LSC	10-15
Hospitality	1 st Vice	Appointed		<input type="checkbox"/> Publicizes hails/farewells and purchases standardized gifts. <input type="checkbox"/> At monthly socials, greets attendees, conducts new member registration, presents hails/farewells, and distributes/collects name tags.	5-10
Membership	1 st Vice	Appointed	-Nominating	<input type="checkbox"/> Coordinates all aspects of membership including membership drives, records and payment, and name tags, directory, and hails/farewells. <input type="checkbox"/> Monitors member database, coordinates payment processes, and ensures compliance with membership policies. <input type="checkbox"/> Creates name tags for new members, and provides name tags for each event.	10
Reservations	1 st Vice	Appointed		<input type="checkbox"/> Manages registration and all emails for monthly social and special events via the LSC website. <input type="checkbox"/> Greets attendees on arrival at LSC events and completes check in. <input type="checkbox"/> Coordinates payment processes, and ensures compliance with established reservations	5-10

				<p>policy.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Settles financial accounts with Administrative Treasurer. <input type="checkbox"/> Manages designated operational funds (see Administrative Budget) Actively promotes membership growth. 	
Programs	1 st Vice	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Coordinates programs for all monthly socials including theme, venue, and catering; publicity and member invitations; and entertainment prizes. <input type="checkbox"/> Creates social events and posts social information on LSC's website's main page. <input type="checkbox"/> Serves as a liaison between the LSC and Officers' Club, maintaining collaborative relationship with catering staff and manager. <input type="checkbox"/> At beginning of board term, collaborates with Events Team to set annual program themes. <input type="checkbox"/> Establishes written contracts for any fee based service (e.g., venue/catering or entertainment). <input type="checkbox"/> At each monthly social, leads program portion, hosts special guests, and settles financial accounts with Administrative Treasurer. 	30-40
Special Activates	1 st Vice	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Facilitates member led activity groups and coordinates LSC events. <input type="checkbox"/> Activity Groups: <ul style="list-style-type: none"> <input type="checkbox"/> Recruits activity group leaders and facilitates networking and publicity. <input type="checkbox"/> Continuously updates activities calendar. <input type="checkbox"/> Provides Activities and Opportunities info at monthly socials, coordinating with governing board to promote participation and volunteerism among members. <input type="checkbox"/> Manages loan of LSC goods to activity groups. 	5-10
Historian	1 st Vice	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Maintains a record of historical events 	5
Ways & Means	1 st Vice	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Collects donations for opportunity drawing <input type="checkbox"/> Keeps a list of clubs inventory <input type="checkbox"/> Sells items during socials 	5-10
Photographer	1 st Vice	Appointed		<ul style="list-style-type: none"> <input type="checkbox"/> Serves as official photographer for HOSC activities and compiles photos from HOSC events. 	5-10

				<input type="checkbox"/> Collaborates with other board members to publicize HOSC activities in digital and print format. <input type="checkbox"/> Photo book/Yearbook <ul style="list-style-type: none"> • Creates a digital scrapbook for the year, purchasing two hard copies (President's gift and archives). 	
Scholarships	2 nd Vice	Appointed		<input type="checkbox"/> Manages all aspects of LSC Scholarships competition, partnering with VP Welfare and Welfare Treasurer to ensure responsible dispersion of charitable funds. <input type="checkbox"/> Leads the Judging Committee. Recruits from the community a panel of readers to judge applications and essays, then organizes and oversees judging session. <input type="checkbox"/> Organizes scholarship presentation ceremony. (If at May social, collaborate with Programs Coordinator). <input type="checkbox"/> Works with VP of Communications to promote and publicize LSC philanthropy. <input type="checkbox"/> Manages any designated operational funds (see Administrative and Welfare Budgets).	5-10
Charitable Liaison	2 nd Vice	Appointed	-Charitable	<input type="checkbox"/> Oversees all aspects of our Grants program, partnering with VP Welfare and Welfare Treasurer to ensure responsible dispersion of charitable funds. <input type="checkbox"/> Provides direct service to applicants throughout the process assisting with submittal, status updates, notification, and check presentation. <input type="checkbox"/> Works with VP of Communications to promote and publicize LSC philanthropy. <input type="checkbox"/> Manages any designated operational funds (see Administrative and Welfare Budgets). <input type="checkbox"/> Chairs and votes on the Grants Committee	5-10
Fundraising Liaison	2 nd Vice	Appointed		<input type="checkbox"/> Creates fun fundraising events <input type="checkbox"/> Submits needed paperwork <input type="checkbox"/> 2 fundraisers per quarter	5-10
Cookie Drive	2 nd Vice	Appointed		<input type="checkbox"/> Secures cookie donations <input type="checkbox"/> Secures location <input type="checkbox"/> Organizes event	5-10
Bazaar	2 nd Vice	Appointed		<input type="checkbox"/> Creates event <input type="checkbox"/> Organizes committee	5-10
Advisor			-Each committee needs an advisor and a back up	<input type="checkbox"/> Attends meetings where business will be held <input type="checkbox"/> Offers insight and perspective on club matters <input type="checkbox"/> Acts as a liaison the Club and Organizations	