

Military Spouses' Society of Virginia
JOB DESCRIPTIONS

President

- Manage and supervise all operations and financial activities of the organization
- Provide leadership to all team members
- Attend and chair all board meetings, general membership meetings and social events as set forth by the organization's calendar
- Set current and long-term goals for the organization events and fundraisers
- Build relationships with the military community members throughout Hampton Roads and other nonprofit organizations and supporting offices to enhance the club's ability to support and assist the military spouses/families of Hampton Roads
- Monitor all activities of the organization and improve as necessary to reach targeted goals
- Prioritize projects and allocate resources accordingly
- Supervise the executive team to ensure all goals and objectives are carried out within constitution and bylaws

Administrative VP

- Reports to the president
- Oversees the administrative committee chairpersons
- Acts as president or other vice presidents in their absence with consent of the president and/or the board in the event of a long-term absence or resignation
- Contribute to the development of the organization's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the president informed of all critical issues
- Represent the organization externally as deemed necessary
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure team members receive timely and appropriate training and development as well as support
- Mentor and develop team using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results
- Plan, coordinate, and execute the annual budget process in coordination with the executive team
- Ensure that the organization is adhering to the constitution and bylaws, delivering status reports to the board
- Provide analytical support to president as requested
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president
- Build relationships with Hampton Roads community members and other nonprofit organizations to enhance the club's ability to support and assist the military spouses/families of Hampton Roads

Charitable VP

- Reports to the president
- Oversees the charitable committee chairpersons
- Acts as president or other vice presidents in their absence with consent of the president and/or the board in the event of a long-term absence or resignation

- Contribute to the development of the organization's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the president informed of all critical issues
- Represent the organization externally as deemed necessary
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure team members receive timely and appropriate training and development as well as support
- Mentor and develop team using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results
- Plan, coordinate, and execute the annual budget process in coordination with the executive team
- Ensure that the organization is adhering to the constitution and bylaws, delivering status reports to the board
- Provide analytical support to president as requested
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president
- Handle and process all charitable requests as received; make recommendations to the charitable team on contributions and organizational support to the local community

Communications VP

- Reports to the president
- Oversees the communications committee chairpersons
- Acts as president or other vice presidents in their absence with consent of the president and/or the board in the event of a long-term absence or resignation
- Develop and implement a cohesive marketing plan to increase organizational awareness
- Set current and long-term goals for marketing organization events and fundraisers
- Attend all monthly board meetings and additional executive board meetings as required
- Build relationships with Hampton Roads community members, other nonprofit organizations to enhance the club's ability to support and assist the military spouses/families of Hampton Roads
- Monitor all marketing campaigns and improve as necessary to reach targeted goals
- Prioritize marketing projects and allocate resources accordingly
- Prepare regular reports and presentations on marketing metrics for the board
- Conduct market analysis to identify challenges and opportunities for growth
- Forecast needs for improving the marketing/communication efforts of the organization
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president
- Supervise the marketing team to ensure all methods of communication are completed to ensure the widest dissemination of information to the organization's membership

Administrative Treasurer

- Reports to the president
- Liaises with both the president and the administrative vice president on all financial matters
- Contribute to the development of the organization's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the president and vice presidents informed of all critical issues

- Represent the organization externally, as necessary, particularly in all financial matters
- Ensure that the organization is adhering to the constitution and bylaws, delivering status reports to the board
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president
- Build relationships with community members, other nonprofit organizations to enhance the club's ability to support and assist the military spouses/families of Hampton Roads
- Advise the president and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.

Charitable Treasurer

- Reports to the president
- Liaises with both the president and the charitable vice president on all financial matters
- Contribute to the development of the organization's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the president and vice presidents informed of all critical issues
- Represent the organization externally, as necessary, particularly in all financial matters
- Ensure that the organization is adhering to the constitution and bylaws, delivering status reports to the board
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president
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- Advise the president and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.

Parliamentarian

- Reports to president
- Advises Executive Team in matters of parliamentary procedure and policy.
- Interprets the MSS's governing documents to include Constitution, Bylaws, and other operating guidelines.
- Oversees voting process and does not vote at the Executive and General Board meetings
- Supervises annual review of job descriptions.
- Shall determine a quorum and oversee all voting.
- Ensure Roberts Rules of Engagement are followed during all official meetings
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Secretary

- Reports to president
- Records and Posts minutes for all Executive Team, Governing Board, and General Membership meetings
- Compiles official documents, monthly reports, sends appropriate documents and business to VP of Communications for long term archiving of reports

- Manages office operations including weekly mail pick up/distribution, office supplies, and inventory
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Webmaster

- Reports to Communications Vice President
- 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.
- Provides website administration training for key board members.
- Manages administrator permissions, identifies and corrects technical problems (or refers to provider for correction), and backs up web content to ensure recovery.
- In cooperation with the Secretary, maintains long term digital, online archiving of MSS records.
- Manages GoDaddy email forwarding service
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Social Media Chairperson

- Reports to Communications Vice President
- Execute a results-driven social media strategy
- Develop and curate engaging content for social media platforms
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content
- Maintain unified brand voice across different social media channels
- Collaborate with marketing team to create a social media calendar
- Monitor social media channels for industry trends
- Interact with users and respond to social media messages, inquiries, and comments
- Review analytics and create reports on key metrics
- Assist in the development and management of social media marketing and influencer marketing strategy
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Membership Chairperson

- Reports to Administrative Vice President
- Coordinates all aspects of membership including membership drives, records and payment, and name tags, directory, and hails/farewells
- Monitors member database, coordinates payment processes, and ensures compliance with membership policies
- Provide executive team with recommendations on how to increase membership and target desired demographics
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Hospitality Chairperson

- Reports to Administrative Vice President

- Over see and publicize hails/farewells and purchases standardized gifts
- At monthly socials, greets attendees, conducts new member registration, presents hails/farewells, and distributes/collects name tags
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Reservations Coordinator

- Reports to the Administrative Vice President
- Manages registration and all emails for monthly social and special events via the MSS website or sign up sites.
- Greets attendees on arrival at MSS events and completes check in.
- Coordinates payment processes, and ensures compliance with established reservations policy.
- Settles financial accounts with Administrative Treasurer
- Manages designated operational funds (see Administrative Budget) Actively promotes membership growth
- Attend all monthly board meetings and additional executive board meetings as required
- Complete monthly board reports as requested by the president

Programs/Events Chairperson

- Reports to the Administrative Vice President
- Coordinates programs for all monthly socials including theme, venue, and catering; publicity and member invitations; and entertainment prizes
- Creates social events and coordinates with Marketing VP to ensure widest dissemination
- Serves as a liaison between the MSS and venues, maintaining collaborative relationship with catering staff and manager
- Establishes written contracts for any fee based service (e.g., venue/catering or entertainment)
- At each monthly social, leads program portion, hosts special guests, and settles financial accounts with Administrative Treasurer
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Special Activities Chairperson

- Reports to the Administrative Vice President
- Facilitates member led activity groups and coordinates MSS events
- Recruits activity group leaders and facilitates networking and publicity
- Continuously updates activities calendar
- Provides Activities and Opportunities info at monthly socials, coordinating with governing board to promote participation and volunteerism among members
- Manages loan of MSS goods to activity groups
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Ways and Means

- Reports to the Administrative Vice President
- Collects donations for opportunity drawing

- Keeps a list of club's inventory
- Sells items during socials
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Historian

- Reports to the Communications Vice President
- Maintains a record of historical events for the organization
- Coordinate with executive team to disseminate and preserve organization's mission within the community
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Photographer

- Reports to the Communications Vice President
- Serves as official photographer for organizational activities and compiles photos from events
- Collaborates with other board members to publicize HOSC activities in digital and print format
- Creates a digital scrapbook for the year
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Scholarship Chairperson

- Reports to the Charitable Vice President
- Implement and promote the organization's annual scholarship application process
- Recruit and train scholarship selection committees
- Facilitate and oversee the scholarship selection committees' responsibilities, assuring regulatory compliance, eligibility requirements and policy
- Serve as primary point of contact for all communications with students, parents, counselors and college representatives
- Work with the organization's grant associates to insure the accuracy and timeliness of scholarship grant distributions.
- Stay current with trends, best practices, and other regulations related to scholarship grants
- Create awareness of the scholarship program with potential donors, prospective recipients and the broader community
- Evaluate the scholarship program on an annual basis
- Other projects as assigned to improve the Foundation's donor and grant recipient experience
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Fundraising Liaison

- Reports to the Charitable Vice President
- Plan and coordinate activities to conduct fundraising event
- Identify and develop funding sources and sponsorships for events
- Develop fundraising plan and strategies to achieve desired goals
- Oversee event activities to stay within deadlines and budget

- Work with volunteers to identify and cultivate new donors
- Maintain strong relationship with existing and new donors
- Contact potential donors and discuss about donation interests
- Coordinate with volunteers to identify fundraising regions and event spaces
- Develop fundraising reports and supervise preparation of invitations and thank you letters
- Use interactive media including Websites and social media to increase donations in coordination with marketing team
- Contact and get financial support from corporations, government sources and foundations.
- Motivate volunteers to achieve or exceed fundraising goals
- Assist in budget preparation and expense management activities
- Develop cost-effective solutions for event planning
- Attend all monthly board meetings and produce monthly status reports

Charitable Liaison

- Reports to the Charitable Vice President
- Managing and supporting the grants requirement and implementation for the organization
- Identify and develop strategies to optimize the grants administration process
- Perform relevant research to identify available grant opportunities and evaluate the results
- Research for effective and authentic funding opportunities having a lawful registration and proven track record
- Monitor paperwork and other related documents connected with grant-funded programs
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Volunteer Chairperson

- Reports to Charitable Vice President
- Coordinates all aspects of volunteer events for fundraising and other charitable events as deemed necessary by the president
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

Cookie Drive

- Reports to the Charitable Vice President
- Secures cookie donations
- Secures location
- Organizes event
- Attend all monthly board meetings and produce monthly status reports
- Complete monthly board reports as requested by the president

MSS Organizational Chart

