

VCS Board, Teams and Committees – 2023 Job Descriptions

(revised 03/14/2023)

BOARD MEMBERS

Commander	The Commander, as the senior officer of the VCS, shall preside at all meetings; supervise all activities; be an ex-officio member of all teams and committees; appoint team and committee leads; serve as the official spokesperson on all club matters.
Executive Officer	Over-see all outdoor Ceremonies, Viet Nam Veterans Day, Memorial Day Picnic, Veterans Day Ceremony, Memorial Day Ceremony, July 4 Ceremony. Chair the Nominations Committee for the next years candidates. Leads Veterans in Parades. Attend Team meetings in absence of Commander. Hosts Veterans Ball. Assist Commander shall assist the Commander as directed and act for The Commander during his/her absence Absence.
Finance Officer	Manage all funds of the VCS. Receive deposits and pay expenditures. Prepare statements of income and expenditures and report monthly at Board and Club Meetings on all activities. Complete the annual tax returns. Serve on the Flags Over Solivita Committee. A review of financial records and accounts will be performed annually or at the change in office by an individual appointed by The Commander. That review will be presented to the Board and at the next membership meeting.
Asst Finance Officer	Oversee the online deposits. Oversee the club website. Assist the Finance Office as directed and act for the Finance Officer during any absence.
Admin Officer	Set up Board meeting, Club Meeting and ceremony locations and setups. Record all minutes of the Board and Club Meetings. Post club minutes and oversee website as needed. Prepare and send club notices via Constant Contact.
Asst Admin Officer	Co-lead the April and October Yard Sale with Assistant Treasurer. Manage the Club Email account. Oversee the preparation and sending of articles to Reflections. Assist the Admin Officer as directed and act for The Admin Officer during any absence. Send Thank you notes for donations and Speaker presentations.
Sergeant at Arms	Be fully aware of Roberts Rules of Order. Start Members meetings with call to Attention and Pledge of Allegiance. Maintain order and control at each board and member meeting.

TEAM LEADS

American Flags	Maintain Flags throughout Solivita, work with Lifestyles to get supplies. Lower flags on Pearl Harbor Day (December 7) and Peace Officers Day (May 15) and 9/11. Pearl Harbor Day, Peace Officers Day & 9/11 and as proclaimed by POTUS and Governor of Florida. Report activity monthly to Board.
Flags Over Solivita	Oversee and support the committee activities of the Flags Over Solivita program: Database, Supplies, Marketing, Training, Secretarial. Confer with VCS Treasurer/Board re: fund transmittal and expenditures. Report activity monthly to Board.
Giving	Evaluate requests for donations of the VCS revenue to aid veterans. Make recommendations of the request to the Board and VCS. Report activity monthly to Board.
Honor Guard	Lead Honor Guard in all club-sanctioned activities, namely. Solivita Village Drive Parades, VCS Club Ceremonies on Memorial Day, July 4, Veterans Day and Military Ball; Flag Lowering Ceremonies for deceased Veterans. Inform Board of other Honor Guard activities such as Funerals, High schools, Ball Games. Recruit new members as needed. Schedule practice sessions for new members. Inventory the Honor Guard uniforms and flag needs and communicate with the Club Supply Committee Chairperson. Report activity monthly to Board.

Membership	Welcome and manage all new member applications. Submit funds to the VCS Treasurer. Update the member database and maintain VCS membership records. Serve on the Nominations Committee and the Election Vote Tally Committee. Report activity monthly to Board.
Memorial	Process all applications for Bricks of Honor. Keep all records of Bricks including placement. Obtain and install the requested bricks in the Memorial area. Replace service banners as needed. Report activity monthly to Board.
Outreach/Sunshine	Supervise and manage all aspects of the Veteran to Veteran project. Supervise and manage all aspects of the Graduates to Armed forces project. Supervise and manage all aspects of the Outreach to Veterans both inside of Solivita and in the immediate area surrounding Solivita. Arrange for/go to Lake Nona VA Hospital Community Living Center every other month to provide snacks, Bingo games and prizes for the disabled residents. Take Quilts made by Solivita Quilt Club to Lake Nona VA CLC for distribution to residents. Oversee and manage other VCS outreach activities. Award the 12 quilt donated each year to the VCS for its members as gifts to current senior club members. Report activity monthly to Board.
Scholarship	Lead the Scholarship Foundation team. Review applications by Junior ROTC students from surrounding high schools and award Scholarship to chosen applicants. (Recognition of awardees is done at the Memorial Day Ceremony). Participate in the handling of funds belonging to the Foundation including the invested funds and the payments to recipients. Assist with Fund raising in April and October. Assist with arranging for an annual USO Fundraiser show in February. Oversee tickets sales for the show at the Farmers Market. Report activity monthly to Board.
Supplies/Storage	Handle ordering and sale of all club uniforms and supplies. Supply food and drink to monthly Club Meetings. Provide Commander with "Challenge Coins" to give to Guest Speakers. Purchase and bring coffee, donuts, water, and soda to Yard sales in April and October for VCS Fundraiser. Report activity monthly to Board. Maintain garage for central Club storage facility. Fee paid by club.
Auxiliary (VCSA)	Provide Volunteer services for: attendance at Club meetings, distribution of snacks at meetings, hostess at club functions and ceremonies. Provide Aid and comfort at Flag Lowering Ceremonies. Give assistance at all Ceremonies. Participate in all activities of the Club. Write "thinking of you", Holiday and Happy Birthday cards" to resident disabled veterans at Lake Nona Community Living Center and other facilities. Manage the Semi-Annual Yard Sale. Arrange for the tent setup and volunteers to sell and for the golf cart for mobile sales and for cleanup of Yard Sale.
Historian	Maintain records and photos of club activities and events. Retain historical VCS information
Nominations	Assemble a committee to search for and review candidates for Board Positions in the next year.
Military Ball	Plan and carryout the plan for a successful Veterans Ball.