

Offutt Officers' Spouses' Club

Standard Operating Procedures

The Purpose of this document is to establish standard operating procedures (SOPs) for the Offutt Officers' Spouses' Club (OOSC) and the Offutt Officers' Spouses' Club Charitable Association (OOSCCA), in accordance with the Offutt Officers' Spouses' Club Constitution and AFI34-223. These procedures will be reviewed as needed throughout each fiscal year. Any changes to these procedures must be voted on by the Board of Governors in order to be amended.

Governing Body

The term "Board of Governors" shall encompass the combination of members of the Executive Board and the Standing Committee Chairs.

The term "Executive Board" shall encompass the elected officers, Parliamentarian, Honorary President, Advisors and Liaisons.

Responsibilities:

1. All OOSC Board of Governor Members are expected to attend:
 - a. Board of Governors meetings.
 - b. Monthly membership socials.
 - c. All other special events and meetings as directed by the President.
2. Financial
 - a. Spend funds only from the approved position line items.
 - b. Submit vouchers and receipts for any reimbursement in accordance with procedures established by the applicable sitting Charitable and Social Treasurer.
3. Reports
 - a. Board reports and agenda items are to be submitted to the Recording Secretary no later than four (4) days prior to the appointed meeting.
 - b. Updated/Reviewed Description of Duties are due in May, prior to the final board meeting of the fiscal year.
 - c. End of year reports are due in May, prior to the final board meeting of the fiscal year.
4. Will meet with incoming position-select to familiarize them with the duties and turn over all equipment, supplies, and files before the actual changeover board meeting in June.
5. Must be current members in good standing.

Executive Board

President: The President presides over the Board of Governors, as well as the OOSC and the OOSCCA, Inc. If the President is unable to attend a meeting or effectively administer, the President will notify the Social Vice President and the Charitable Vice President, respectively, to temporarily assume Presidential responsibilities for their respective organizations for the duration of the sitting President's absence. If a Vice President cannot preside, the respective Treasurer will take the place of the respective Vice President. The executive member who assumes the President's post will assume the authority and responsibilities of the President for the duration of the President's absence. See respective job duties for clarification.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a non-voting member on the Executive Board, with the exception of a tie vote.
- b. Appoints the Parliamentarian and Chairs of standing committees consistent with the needs of the OOSC and OOSCCA, with approval from the Executive Board.
- c. Appoints all Honorary, Advisory, and Liaison Positions, with approval from the Executive Board and the Honorary President.
- d. Sends letters of introduction to all new eligible Advisors, with an invitation to act as such, with the approval of the Executive Board.
- e. Oversees the Social Vice President, Social Treasurer, Charitable Vice President, Charitable Treasurer, Recording Secretary, and Corresponding Secretary.
- f. Serves as ex-officio member of all OOSC committees.
- g. Has signatory authority and may countersign all social and charitable accounts.
- h. Signs contracts, Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) with approval of the Executive Board.
- i. Acts as a contact for base personnel and will refer them to the appropriate chairs for further action as necessary.
- j. Oversees all financial aspects of the OOSC and the OOSCCA, such as, but not limited to, yearly budgets approved by Board and Membership, yearly taxes filed, and quarterly Thrift Shop payroll taxes paid and filed with the accounting firm.
- k. Responsible for the welcome and business portion of all socials and coordinating an agenda with the Programs Chair.
- l. Presides over all monthly board meetings and coordinates with Recording Secretary on set up and agendas for said meetings.
- m. Sits on the Constitution Review Committee during review years.
- n. Acts as Administrator on all OOSC and OOSCCA social media accounts.
- o. Monitor and maintain appropriate email account associated with the position.

Social Vice President: To oversee all 501(c)(7) Social chairs and activities. The Social Vice President report is presented during the OOSC Board meeting.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Presides over the 501(c)(7) social meetings in the absence of the President.
- d. Serves as an ex-officio member of all 501(c)(7) social committees.
- e. Has signatory authority on all social accounts.
- f. Oversees 501(c)(7) Social Treasurer, Social Chairs, and committees which may include, but are not limited to -
 - i. Membership
 - ii. Hospitality
 - iii. Programs
 - iv. Marketing
 - v. Community Outreach
 - vi. Special Activities
 - vii. Ways and Means
- g. Responsible for presenting all 501(c)(7) social requests to the Board of Governors and, when necessary, the general membership.
- h. Assumes Presidency should the sitting President be unable to complete the term.
- i. Serves as the point of contact (POC) for the annual Offutt Air Force Base cookie drive.
- j. Serves as point of contact (POC) for decorating/un-decorating the Warhawk Community Center during the winter holidays.
- k. Maintains inventory of items related to OOSC.
- l. Oversees and participates in the development of the 501(c)(7) social budget.
- m. Sits on the Constitution Review Committee during review years.
- n. Monitor and maintain appropriate email account associated with the position.

Social Treasurer: To oversee all 501(c)(7) OOSC social financial affairs. Social Treasurer reports are presented at the OOSC Board meetings.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the Social Vice President
- c. Has signatory authority and may countersign all social accounts.
- d. Responsible for the 501(c)(7) social bank account(s).

- e. Keeps a balanced record of all monies received and disbursed by the 501(c)(7) social bank account(s).
- f. Prepares monthly financial reports to be presented and reviewed by the Board of Governors.
- g. Co-chairs the fiscal budget meeting and mid-year budget review with the Charitable Treasurer.
- h. Performs the duties of the Charitable Treasurer in the Treasurer's absence, with prior approval of the Executive Board.
- i. As per AFI34-223, 10.7, will provide an annual financial statement to the President for the annual review and revalidation.
- j. Inform the registered agent of the current Executive Board and provide a contact for the completion of the Nebraska Nonprofit Corporation Biennial Report and payment of the associated fees. This report will be filed by 01 April of each odd numbered year.
- k. Arrange for the social treasury books to be reviewed and audited annually prior to handing them to the newly elected Social Treasurer.
- l. Prepares annual budget at the beginning and mid-year review in January.
- m. Receives and processes vouchers for any funds to be distributed from the social bank account(s). Receipts MUST be attached to each voucher.
- n. Sits on the Constitution Review Committee during review years.
- o. Monitor and maintain appropriate email account associated with the position.

Charitable Vice President: To oversee all 501(c)(3) OOSCCA Inc., chairs and activities. The Charitable Vice-President report is presented during the OOSCCA Board meeting.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Presides over the 501(c)(3) OOSCCA meetings in the absence of the President.
- d. Serves as an ex-officio member of all 501(c)(3) OOSCCA committees.
- e. Has signatory authority on all charitable accounts.
- f. Oversees all 501(c)(3) Charitable Treasurer and Charitable Chairs.
 - i. Thrift Shop Chair
 - ii. Scholarships Chair
 - iii. Auction Chair
 - iv. Wreaths Across America
- g. Responsible for presenting all charitable requests to the Board of Governors and, when necessary, to the General Membership.

- h. Responsible for following Charitable Giving SOP as approved by the Board of Governors.
- i. Responsible for coordinating with the Marketing Chair for publication of Charitable Giving.
- j. Assumes the Presidency should the Social Vice President be unable to complete the term of the Presidency in the absence of the President.
- k. Reports charitable giving to Marketing Chair for distribution to General Membership.
- l. Maintains inventory of items related to OOSCCA.
- m. Oversees and participates in the development of the 501(c)(3) charitable budget.
- n. Ensures Thrift Shop bookkeeper has arranged for the annual review and audit of the Thrift Shop books and records.
- o. Sits on the Constitution Review Committee during review years.
- p. Monitor and maintain appropriate email account associated with the position.

Charitable Treasurer: To oversee all 501(c)(3) OOSCCA, Inc., financial affairs. Charitable Treasurer reports are presented at the OOSCCA Board meetings.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the Charitable Vice President
- c. Has signatory authority and may countersign all charitable accounts.
- d. Responsible for the OOSCCA banking account(s) and oversight of the Thrift Shop account.
- e. Accounts for all receipts and disbursements of the OOSCCA, Inc., funds derived from the Thrift Shop and any other source designated as charitable.
- f. Keeps an exact record of all monies received and disbursed by the OOSCCA, Inc., charitable banking account(s).
- g. Reviews the Offutt Thrift Store budget, created by the Charitable Vice President and Charitable Treasurer.
- h. Performs the duties of the Social Treasurer in the Social Treasurer's absence, with prior approval from the Executive Board.
- i. Prepares monthly financial reports for the Board of Governors.
- j. As per AFI 34-223, 10.7.3, will provide an annual financial statement to the President for review and revalidation.
- k. Co-Chairs the fiscal budget meeting and mid-year budget review with the Social Treasurer.
- l. Informs the registered agent of the current board and provides a contact for the completion of the Nebraska NonProfit Corporation Biennial Report and payment

of associated fees. This report must be filed by 01 April of each odd numbered year.

- m. Arrange for the Charitable Treasurer accounting books to be reviewed and audited annually in June or July or prior to handing them to the newly elected Charitable Treasurer, whichever occurs first.
- n. Prepares the budget at the beginning of the year and for mid-year review in January.
- o. Receive and process vouchers for any funds to be distributed from the charitable banking account(s). Receipts must be attached to each voucher.
- p. The Charitable Treasurer is responsible for preparations to be completed by a Certified Public Accountant (CPA) to include a categorized list of expenditures (i.e., scholarships, stamps, charitable giving)
- q. Sits on the Constitution Review Committee during review years.
- r. Monitor and maintain appropriate email account associated with the position.

Recording Secretary: Records, approves and distributes minutes of all Executive Board and Board of Governors meetings and at general meetings only when business is conducted, as appropriate. The Recording Secretary report will be presented at both the Social and Charitable meetings as applicable and needed.

1. Description of Duties:

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Records attendance and minutes of all Executive Board, and Board of Governor meetings.
- d. Prepares the approved minutes, agendas and board reports for each Board of Governors meeting.
- e. Submits Board of Governors approved minutes to the Marketing Chair for posting on the OOSC official media.
- f. Maintains
 - i. A copy of all Board Reports for every month of the current fiscal year
 - ii. Permanent records for a minimum of seven (7) years
 - iii. Current Constitution and Standing Operating Procedures
 - iv. All Memorandums Of Agreements and Memorandums Of Understandings
 - v. Annual Budgets
 - vi. Board and Committee Reports
 - vii. General, Special, Executive and Board of Governors meeting minutes
- g. Performs the duties of the Corresponding Secretary in the Corresponding Secretary's absence.

- h. Prepares physical ballots in advance of the election, as needed.
- i. Reserves meeting space & provides name cards with titles for meetings.
- j. Participates in both the 501(c)(3) Charitable and 501(c)(7) Social budgets.
- k. Sits on the Constitution Review Committee during review years.
- l. Monitor and maintain appropriate email account associated with the position.

Corresponding Secretary: Caretaker of all OOSC correspondence. The Corresponding Secretary report will be presented at both OOSC and OOSCCA board meetings.

1. Description of Duties

- a. Is elected annually from the active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President
- c. Collects all mail weekly or makes arrangements for mail to be collected.
- d. Purchases all cards to maintain an inventory necessary for recognizing all OOSC members' birthdays.
- e. Prepares all official OOSC correspondence and maintains records of all correspondence.
- f. Recognizes OOSC members who are hospitalized by card, with prior Presidential approval.
- g. Recognizes OOSC members who have had a death in the family by card, as deemed appropriate with prior Presidential approval.
- h. Recognizes OOSC members or guests with thank you notes as deemed appropriate with prior Presidential approval.
- i. Performs the duties of the Recording Secretary in the Recording Secretary's absence.
- j. Monitor and maintain appropriate email account associated with the position.
- k. Manages OOSC email accounts
 - i. Maintains current list of passwords
 - ii. Checks email accounts of vacant positions to ensure efficient communication.
- l. Participates in the development of the 501(c)(7) social budget.
- m. Sits on the Constitution Review Committee during review years.

Parliamentarian: The Parliamentarian is the custodian and official interpreter of the OOSC and OOSCCA Constitution and the governing AFI regulation (AFI 34-223).

1. Description of Duties

- a. Is annually appointed by the President, with approval from the Executive Board, from the General Membership and serves as a non-voting member of the Executive Board.

- b. Shall advise the Executive Board, the Board of Governors, and the General Membership on all points of order and proper procedures in accordance with the Constitution of the OOSC and of the OOSCCA as well as the latest revised edition of the Robert's Rules of Order.
- c. Is ineligible from making a motion.
- d. Is the OOSC liaison with the 55th Wing, the legal office and FSS.
- e. Will compile nominees for the annual election of officers.
- f. Will preside over Executive Board elections.
- g. Will oversee all voting at meetings.
- h. Will oversee, per incident and with permission of the President, all General Membership, Executive Board, and Board of Governors voting done by telephone, proxy or electronic communication.
- i. Will perform the passing of the Gavel Ceremony at the May induction.
- j. Forms a Constitution Review committee to revise the OOSC Constitution every 2 years.
- k. Monitor and maintain appropriate email account associated with the position.

Standing Committee Chairs

Standing committees may be established as the need arises to resolve problems or to conduct Organization activities. Membership on a committee shall be by appointment of the President.

All Standing Committee Chairs will be annually appointed by the President from either the Active or Associate General Membership and serve as a voting member of the Board of Governors. Where Chair positions are divided between co-Chairs, only one vote will be eligible from the position. Each Standing Committee Chair shall present a report at the monthly Board of Governors meeting.

Each Standing Committee Chair shall have the authority to form a committee to ensure proper and efficient execution of duties. Committee members will not be eligible to vote at Board of Governors meetings and are not obligated to attend said meetings.

Marketing Chair: Responsible for overseeing the design, publishing, distribution, and access of all official OOSC and OOSCCA media as needed.

- 1. Description of Duties:
 - a. Reports to the Social Vice President.
 - b. Oversees, edits, and has final approval of all OOSC and OOSCCA media and branding, including, but not limited to, website, social flyers/promotions, social media updates, brochures, scholarships certificates, etc.

- c. Oversees all official OOSC and OOSCCA media outlets, including, but not limited to, the OOSC website and social media accounts.
- d. Oversees social media positions to ensure proper publicizing of all official OOSC and OOSCCA events and information.
- e. Coordinates with Offutt Public Affairs as well as local media to ensure proper publicizing of all official OOSC and OOSCCA information.
- f. Mails out social information as needed by request.
- g. Maintains list of login information for various accounts related to media.
- h. Monitor and maintain appropriate email account associated with the position.
- i. Social Media
 - i. Shares pertinent information to members about the 55th Wing events and news via OOSC social media.
 - ii. Shares OOSC events and news via OOSC social media.
 - iii. Manages OOSC social media accounts.
 - iv. Responds effectively to all inquiries sent through OOSC social media.
- j. Website Management
 - i. Maintains www.OffuttOSC.com and any other OOSC affiliated website.
 - ii. Keeps information on the OOSC website up to date.
 - iii. Responsible for informing the Executive Board of all billing and payment of services to hosting and other website affiliated vendors.
- k. Graphic Design
 - i. Responsible for creating all OOSC and OOSCCA media and marketing materials in compliance with OOSC, DOD and AFI34-223 standards.
- l. Historian
 - i. Will take photos or coordinate to find someone to take photos at monthly socials, special events and other events deemed necessary by the President.
 - ii. Will coordinate to send photos to the Marketing Chair for social media distribution.
 - iii. Maintains a collection of photos and/or memorabilia of events each board year.
 - iv. Communicates with the Special Activities Chair and the POC's for each respective group to collect photos and organize for use on social media and the OOSC website.

Membership Chair: To coordinate the recruitment of new members and the renewal of returning members.

- 1. Description of Duties:
 - a. Reports to the Social Vice President.

- b. Administrator role on OOSC Members Facebook groups.
- c. Maintains the membership directory.
- d. Has membership applications available at all social functions.
- e. Ensures access to membership applications on all applicable OOSC official media.
- f. Removes non-current members from the directory by 01 October of the current fiscal year, prior to publishing the directory.
- g. Ensures timely distribution and access to current membership directory, as needed.
- h. Sets up a welcome table at all official OOSC socials.
 - i. Administers sign-in for all new members and guests
 - ii. Coordinates new member information with Hospitality Chair
- i. Coordinates information for new membership opportunities.
- j. Follows up with phone calls or emails to interested and eligible potential members.
- k. Coordinates with the Community Outreach Chair to attend all base related community events to represent the OOSC.
- l. Monitor and maintain appropriate email account associated with the position.
- m. Reservations -
 - i. Ensures all members with reservations are in good standing.
 - ii. Manages member and guest arrivals at all reserved events.
 - iii. Will collect and/or manage all reservation monies at all reserved events until such time as the event has concluded, when at that time all accounted monies will be given to the Social Treasurer for duplicate accounting.
 - iv. Sends final reservation list and head count to Programs Chair, Social Vice President and President for each social.
 - v. Send a confirmation email to each RSVP which includes the reservation made is a reservation paid policy from Reservations SOP as approved by the Board of Governors.
 - vi. Responsible for keeping track of and collecting dues for social RSVP's that no-show.

Hospitality Chair: Responsible for the proper recognition of all new OOSC members, as well as the recognition of all new babies and farewells for members PCSing from the area.

1. Description of Duties:
 - a. Reports to the Membership Chair.
 - b. Ensures hail, baby and farewell gifts, approved by the Board of Governors, are plentifully available for presentation at socials.
 - c. Introduces all new members at socials.

- d. Presents all official hail, baby, and farewell gifts.
- e. Coordinates any member welfare needs such as, but not limited to, meal trains, childcare, or general assistance as can be provided.
- f. Monitor and maintain appropriate email account associated with the position.

Programs Chair: Coordinates and oversees all social functions of the OOSC.

1. Description of Duties:

- a. Reports to the Social Vice President.
- b. Plans and executes one general membership social event per month (August through May), to include obtaining supplies and completing purchasing vouchers with the Social Treasurer.
- c. Coordinates with the Auction Chair to plan and execute the annual charitable auction event.
- d. Notifies Membership Chair of all OOSC menu pricing and selections.
- e. Coordinates with the Membership Chair to establish a reservation deadline for all socials.
- f. Coordinates with Membership Chair to ensure all applicable OOSC publicity.
- g. Keeps a year to year ongoing record of theme, location, and attendance of monthly socials.
- h. Maintains an inventory of all goods and items.
- i. Programs Chair and committee may pay a reduced rate for socials they have organized as approved by the Social Vice President.
- j. Monitor and maintain appropriate email account associated with the position.

Community Outreach Chair: Will coordinate community involvement projects for the members of the OOSC. They will organize volunteer and/or goods drives and act as liaison between the OOSC and various community organizations such as food pantries, local schools, and community event organizers.

1. Description of Duties:

- a. Reports to the Social Vice President
- b. Coordinates with Membership Chair and Marketing Chair to ensure all applicable volunteer opportunities are presented to membership.
- c. Attends, represents, and promotes the OOSC at all base newcomer briefings, such as Right Start and Heartlink.
- d. Coordinates with the Retiree and Thrift Shop Liaison to represent the OOSC at the Retirees Appreciation Weekend information fair as well as Thrift Shop events.
- e. Coordinates with the Membership Chair to attend all base related community events to represent the OOSC.

- f. Builds relationships with the base related welfare agencies, as well as local non-profit organizations, to identify volunteer or charitable goods opportunities for OOSC membership.
- g. Promotes the OOSC to civic leaders, Honorary Commanders and community organizations.
- h. Maintains an inventory of all goods and items.
- i. Monitor and maintain appropriate email account associated with the position.

Special Activities Chair: Coordinates all special activity groups within the OOSC.

1. Description of Duties:

- a. Reports to Social Vice President
- b. Coordinates Board of Governors lead “Explore Omaha” outings.
- c. Oversees all special activities and related points of contact and ensures they are in compliance with the OOSC Constitution.
- d. Coordinates with the Marketing Chair to ensure proper publicizing of all official OOSC special activities and will coordinate to have the special activity events published via social media.
- e. Coordinates with the Membership Chair to ensure all members with reservations are in good standing.
- f. Acts as Administrator on all Special Activity Group social media accounts.
- g. Maintains an inventory of all goods and items.
- h. Monitor and maintain appropriate email account associated with the position.

Ways and Means Chair: Oversees all Ways and Means projects and developments.

1. Description of Duties:

- a. Reports to the Social Vice President.
- b. Runs board approved fundraisers in accordance with the current AFIs and 55th Wing Regulations.
- c. Obtains approval for any and all fundraisers from FSS with appropriate forms.
- d. Submits vouchers and receipts for all reimbursements in accordance with current Social Treasurer’s guidance.
- e. Delivers monthly accountable funds raised to the Social Treasurer, reserving \$20.00 for monthly change.
- f. Maintains an inventory of all goods and items.
- g. Monitor and maintain appropriate email account associated with the position.

Scholarship Chair: Will be responsible for coordinating all procedures necessary to select eligible scholarship recipients of the OOSCCA scholarships.

1. Description of Duties:

- a. Reports to the Charitable Vice President.
- b. Coordinates with applicable contacts to ensure a timely and proper publication and awareness is made of the OOSCCA scholarship opportunities.
 - i. Maintains an updated media contact list specifically for publicizing of scholarships.
 - ii. Every effort should be made to assure as many local schools as possible are made equally aware of the OOSCCA scholarship opportunities.
 - iii. Coordinates with Marketing Chair to ensure all OOSCCA scholarship opportunities are publicized in all appropriate official OOSC and OOSCCA media.
- c. Forms and oversees the Scholarship Advisory Committee to review scholarship application guidelines.
 - i. The Scholarship Advisory Committee members will be an independent panel consisting of the President, Charitable Vice President, an Advisor, Scholarship Chair, and a member from general membership.
 - ii. The Scholarship Advisory Committee members will recuse themselves from the committee if they have any family relation, pre-existing relationship, or personal knowledge of any applicant.
 - iii. The Scholarship Advisory Committee is responsible for reviewing and updating scholarship guidelines and requirements, with approval from the Board of Governors.
- d. Forms and oversees Scholarship Evaluation Committee to evaluate all applications.
 - i. Scholarship Evaluation Committee will include three to five members from the base and non-military community. Members of the Scholarship Evaluation Committee should be selected to represent a variety of areas of the community both on and off base (i.e., enlisted personnel, officer personnel, educators, etc.).
 - ii. Scholarship Evaluation Committee will read and rank order all applications using criteria from the Scholarship Advisory Committee.
 - iii. The Scholarship Evaluation Committee members will recuse themselves from the committee if they have any family relation, pre-existing relationship, or personal knowledge of any applicant.
- e. Coordinates a reception to honor scholarship recipients.
- f. Ensures timely and accurate distribution of scholarships, including ensuring all verified schools receive checks by September 5 of the following board year.
- g. If an initially selected recipient becomes ineligible, their award will be rescinded and a replacement will be selected based on original Scholarship Selection Committee results.

- h. Responsible for all checks issued and cleared.
- i. Monitors and maintains appropriate email account associated with the position.

Thrift Shop Chair: Oversees all operations of the OOSCCA Thrift Shop. The Thrift Shop board report will be presented at the OOSCCA meetings.

1. Description of Duties:

- a. Reports to the Charitable Vice President.
- b. Coordinates with the Marketing Chair and Community Outreach chair to ensure advertisement of the OOSCCA Thrift Shop throughout the base community.
- c. Acts as Administrator on Offutt Thrift Shop social media accounts.
- d. Monitor and maintain appropriate email account associated with the position.
- e. Coordinates with the President and Charitable Vice President to hire and terminate paid employees as needed.
- f. Oversees all paid employees, to include yearly job description review and feedback session.
- g. Coordinates with the President, Charitable Vice President, and Thrift Shop Liaison to host annual appreciation events for the Thrift Shop volunteers.
- h. Coordinates recruiting for volunteers.
- i. Coordinates with the President to sign off on all time cards for paid employees.
- j. Calculates the volunteer hours each month for board reports and presentations at board meetings.
- k. Keeps the log book current with sign in pages for volunteers and their participation.
- l. Maintains an inventory of OOSC owned items.

Auction Chair: Oversees the OOSCCA Auction committee in planning, preparing, and executing the annual OOSCCA Auction to include, but not limited to, arranging for theme and decorations, set up, bid registration forms, recognition of sponsors at event, collection of bids and payment, and maintaining current and past donor lists.

1. Description of Duties:

- a. Reports to the Charitable Vice President.
- b. Secures date of OOSCCA Auction with President and Honorary President.
- c. Coordinates event dates, time and location with Programs Chair.
- d. Responsible for soliciting donations for the auction from local community organizations and businesses and others as allowed by regulations governing solicitations by private organizations per AFI34-223.
- e. Itemizes and stores incoming donations.

- f. Coordinates with the Marketing Chair to publicize and disseminate information about the OOSCCA Auction to the OOSC, military community, and local community as appropriate.
- g. Coordinates with the Programs Chair to make arrangements and set up the OOSCCA Auction event
- h. Completes and sends out invitations to all distinguished guests.
- i. Provides the Corresponding Secretary with a list of all donors to the OOSCCA Auction including name and address.
- j. Coordinates with base security so that those without base privileges can gain access to the OOSCCA Auction, if applicable.
- k. Maintains an inventory of OOSC owned items.
- l. Monitor and maintain appropriate email account associated with the position.

Wreaths Across America Chair: Responsible for the annual Wreaths Across America (WAA) event held at Offutt AFB Cemetery, in conjunction with Wreaths Across America.

1. Description of Duties:

- a. Reports to Charitable Vice President.
- b. Liaison with Wreaths Across America as Location Coordinator.
- c. Ensure Offutt AFB Cemetery is instated each year.
- d. Manage Wreath Across America location site and sponsorship pages.
- e. Coordinate with Mortuary Affairs to ensure the correct number of wreaths necessary each year for sponsorship.
- f. Coordinates with Marketing Chair to publicize WAA to the base and local community in order to secure adequate wreath sponsorship.
- g. Coordinates WAA event details.
 - i. Honor Guard for presentation of flags
 - ii. Bugler
 - iii. A/V equipment and podium
 - iv. Chairs for guest
 - v. Master of Ceremonies
 - vi. Wreath Bearers for ceremonial wreaths
 - vii. Coordinates with base security so that those without base privileges can gain access to WAA, if applicable
- h. Coordinate with Community Outreach Chair for volunteers to stage wreaths in preparation of ceremony as well as wreath cleanup.
- i. Coordinate with the local community for proper disposal of wreaths.
- j. Act as Administrator on Wreaths Across America - Offutt AFB Cemetery social media accounts.
- k. Monitor and maintain appropriate email account associated with the position.

Liaisons

These Members are non-voting members of the Executive Board. The President has the authority to add Liaisons as needed with the approval of the Executive Board.

Retiree Liaison: A spouse of a retiree, from the general membership who acts as a liaison between the Board of Governors and OOSC retired spouses.

1. Helps to recruit retirees from within the local community for OOSC membership
2. Works to build relationships with local retiree organizations within the community (eg. VFW, American Legion, AFA)
3. Coordinates with the Community Outreach and Thrift Shop Liaison to represent the OOSC at the Retirees Appreciation Weekend information fair.

Thrift Shop Liaison: Acts as a liaison between the Board of Governors and Offutt Thrift Shop.

1. Must not be a paid employee of the Thrift Shop.
2. Coordinates with the Thrift Shop Chair and Thrift Shop Manager to ensure all Thrift Shop and Thrift Shop employee and volunteer needs are brought to the attention of the Board.
3. Coordinates with the Community Outreach and Retiree Liaison to represent the Offutt Thrift Shop at the Retirees Appreciation Weekend information fair.

Charitable Giving

1. Charitable Giving will be presented, as applicable, by the Charitable Vice President at Board of Governor meetings.
2. All Charitable Request shall be ranked in the following tier system:
 - a. Tier One - Groups or clubs that are stationed at Offutt AFB. Such as, but not limited to, Chief's Group, Squadrons, 55th Wing, or FSS.
 - b. Tier Two - Local community that is not part of Offutt AFB. Such as, but not limited to, schools in the local area, sports teams, local organizations such as Bellevue CASA, nursing homes.
 - c. Tier Three - Military affiliated organizations that are not Offutt specific. Such as, but not limited to, VFW's, Air Force Village, National Cemeteries.
 - d. Tier Four - Any other organization that is not located in the local area not military affiliated.

3. Discussions held during Board of Governors meetings regarding Charitable Giving requests shall follow Roberts' Rules of Order to ensure efficiency and clarity and shall be led by the Parliamentarian.

Membership Dues

1. All members shall pay set dues approved by the Board of Governors per fiscal year, with the following exceptions:
 - a. OOSC members who are widowed will not be required to pay dues.
 - b. OOSC members who are spouses of O-1s will not be required to pay dues.
 - c. OOSC members age 65 and older may pay a reduced rate of half the yearly dues per fiscal year.
2. Occasional reductions in membership dues:
 - a. New members joining after 01 January of the fiscal year may pay a reduced rate of half the yearly dues.
 - b. During the annual membership drive campaign, members in good standing of the current fiscal year may receive a five dollar (\$5) reduction in applicable membership dues for the upcoming fiscal year. This applies to already discounted memberships also.

Guests

1. Guests shall not be considered members of the OOSC.
2. The General Membership has first priority on reservations to any OOSC meeting, social or special activity.
3. The Executive Board shall have the right to limit a function, including socials and special activities, to participation by members only.
4. Guests are eligible to win prizes, including door prizes, if available, at all socials. Guests are not eligible to win game prizes at the Bingo and Bunco socials.
5. All non-members that are eligible to become members are entitled to attend one free social with RSVP. Said guest is not responsible for paying membership dues or the cost of said social. One time only: Free means Free. The couples' social, usually held in February, in conjunction with the silent auction, is ineligible for the free social.
6. Guests that are ineligible to become members are welcome at socials but must pay the appropriate social fee.

Reservations

Reservations for any meeting or function may be required. Payment is not required if said reservation is cancelled prior to the established deadline.

1. Walk-ins may be accepted on a space available basis.
2. If a member cancels after the reservation deadline, or does not show up for a social event for which the member has submitted an RSVP, the member will be charged for the social event.