

## GENERAL DUTIES OF CANNON SPOUSES' CLUB (CSC) BOARD MEMBERS

1. Attend all board meetings and all other regular or special meetings of the CSC.
2. Your binder contains all the information you need to be effective in your role...familiarize yourself with its contents.
3. Carry out all duties and responsibilities of the office as stated in your job description.
4. Keep binder updated with records to include the following: CSC mission statement, CSC organizational chart, monthly board reports, CSC board roster, job descriptions, constitution, by-laws, budgets (current & historical), minutes, after action reports, and any data pertinent to your position.
5. Complete a Monthly Board Report and End of Year Report summarizing duties you have performed during the board year (June-May). Blank copies are in your binder.
  - a. The monthly report should list all activities attended, upcoming projects, and all income and expenses for that month.
  - b. You will present your report at the monthly board meeting.
  - c. If unable to attend a board meeting, RSVP "no" to the meeting event on Facebook. Ensure your report is submitted via email [cannonspousesclub@gmail.com](mailto:cannonspousesclub@gmail.com) before the meeting.
6. Contact the President at least two days prior to the board meeting to add any business/motions to the agenda.
7. If unable to attend a social, and you perform duties at the social, ensure you have a substitute to perform your duties.
8. If any expenses are incurred, submit the receipt(s) and a Debit Voucher to the treasurer by the end of the month. Debit Vouchers are available in your binder or at the Thrift Shop.
9. Keep track of the budget, expenses and available balance for your chair position
10. Be familiar with the Constitution & By-Laws.
11. Review and revise job description and submit revised job descriptions to the Parliamentarian at April Board meeting.
12. Write a detailed letter to the incoming chairperson which explains the procedures of the job thoroughly, and turns over all books and paperwork. The letter should also include any helpful information that will make future projects and activities easier.
13. Attend the combined Board meeting in May where both incoming and outgoing Board members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board meeting.
14. Thank you for volunteering and have a terrific year!

### **Duties of the Advisory Group**

CSC Advisory Group. The Honorary President and Honorary Co-President shall be ex-officio members without voting privileges of all committees with at least one (1) advisor being present at all meetings. The Honorary President will designate which advisors should attend meetings, if necessary, other than Executive Board meetings and General Membership Meetings.

1. The Honorary Co-Presidents shall be the spouse of the Commander of the 27th SOW and the spouse of the Command Chief of the 27th SOW. With his or her consent.
2. If the aforementioned designees are unable or unwilling to fulfill the duties for the Cannon Spouses' Club, the "Lead Spouses" chosen by the 27th SOW/CC will be appointed Co-President.
3. All other honorary advisors will be senior leader spouses, appointed with their approval, at the discretion of the 27th SOW/CC "Lead Spouse". Senior leader spouses may take an available advisory position or board position.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the President**

1. Presides at all regular and special meetings of the Cannon Spouses' Club (CSC) Board and Executive Board.
2. Is the official spokesperson of the CSC.
3. Calls the meeting of general membership to order.
4. Is an ex-officio member of all committees except the Nominating Committee.
5. Shall appoint a Parliamentarian.
6. Shall appoint, with Executive board approval, chairpersons of all standing committees and special committees when necessary to conduct the business of the CSC.
7. Is reported to by all elected officers and the Parliamentarian.
8. Shall not make a motion, amend a motion, or vote. Votes in the case of a tie.
9. Sign, along with the Secretary, minutes of all general membership and executive council meetings.
10. Shall be authorized to spend a sum not to exceed \$300 per year for unbudgeted expenditures at own discretion, providing such expenditure is in keeping with the Constitution and By-laws of the CSC.
11. Ensure the CSC's Constitution and By-Laws are reviewed annually, or when there are changes to the intent of the CSC's primary purpose.
12. Shall submit Constitution and By-Laws to the 27th Special Operations Force Support Squadron Private Organization Monitor 27 SOFSS/FSR every 2 years or as needed.
13. Shall submit an annual report at the May Executive Board meeting summarizing the activities of the year as well as presenting information and recommendations for their successor.
14. Carries out the responsibilities and duties of the office as stated in the By-Laws and Constitution, as well as in the job description and CSC policies.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the First Vice President**

1. Assists the President in all Cannon Spouses' Club (CSC) business.
2. Performs President's duties in the President's absence.
3. Attends (or appoints a proxy to attend in her place) base wide briefings/meetings to promote the CSC as designated by the President.
4. Attends Operational and Welfare Budget meetings.
5. Acts as advisor to all Operational Committees – Historian, Membership, Publicity, Reservations, Special Activities, Socials, Ways & Means
6. Shall perform such duties as may be delegated by the President, carries out the responsibilities and duties of the office as stated in the By-Laws and Constitution, as well as in the job description and CSC policies.
7. Ensures that Honorary Members are welcomed.
8. Serves as CSC property manager to include holiday and special event decorations, and special activities' supplies.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the Second Vice President**

1. Assists the President in all Cannon Spouses' Club (CSC) business.
2. Performs First Vice President's duties in the First Vice President's absence. The Second Vice President will assume the duties of the President in the absence of the First Vice President and President.
3. Serves as advisor to all Welfare Committees – Auction, Member-at-Large, Scholarship, Thrift Shop, Volunteer, Welfare.
4. Attends Operational, Budget and Thrift Shop Committee meetings.
5. Carries out the responsibilities and duties of the office as stated in the By-Laws and Constitution, as well as in the job description and CSC policies.
6. Member of Charity, Budget, and Scholarship committees and the Thrift Shop Advisory Council.
7. Ensures that Honorary Members are fare-welled.
8. Assists the Thrift Shop Chair and is a point of escalation for all Thrift Shop issues.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the Secretary**

1. Attends, records and types minutes of all regular and special meetings of the CSC and the Executive Board. Keeps account of all members present at meetings.
2. A copy of the minutes is to be signed by the Secretary and President, filed in the organization's historical binder, and sent to the 27th SOFSS/FSR NAF Accounting Office quarterly.
3. Maintains all records/monthly reports of the Council.
4. Ensure organizational records are compiled, maintained, and transferred to his/her successor.
5. Shall be the custodian of the permanent records of the CSC.
6. Shall be responsible for all correspondence of the CSC as directed by the President.
7. Shall perform duties as may be delegated by the President.
8. Reserves space for monthly Board meetings.
9. Shall notify all members of the CSC Board or Executive Board of the time and place of all meetings.
10. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the job description and CSC policies.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the Treasurer**

1. Establish an annual operational and welfare budget/financial plan for the CSC. The plan will include projected activities including income and expenses, and capital purchases such as equipment. The budget will establish the financial objectives to generate the income to cover planned expenses.
2. Maintain records of all financial transactions and the financial status of the CSC.
3. Prepare income and expense statements, either on an accrual or cash basis. The income and expense statements will reflect monetary events that have occurred during each period.
4. Prepare and update a balance sheet accounting for total assets, liabilities and net worth of the CSC.
5. Establish and maintain all necessary bank accounts, withdraw funds and make all disbursements for payments authorized by the membership or Executive Committee and when approved by the President. Receives and disperses all funds belonging to the Operational and Welfare funds.
6. Pays insurance premiums for liability and bond insurance (CSC and Thrift Shop).
7. Prepares and presents the monthly Operational and Welfare Financial Report at the Governing Board meetings.
8. Delivers monthly financial reports to the Secretary.
9. Email monthly bank statements, reconciliations and financial reports to Private Organization Office, 27 SOSVS/NAFAO.
10. Email Welfare Annual Financial Statement to the Private Organization Office as soon as possible after the fiscal year end.
11. Reconciles the Operational & Welfare Funds ledgers and checkbooks monthly.
12. Files the appropriate IRS tax forms at the end of the fiscal year for Operational & Welfare divisions.
13. Chairs the Operational and Welfare Budget Meetings.
14. Prepares the Operational and Welfare Budgets for the following fiscal year.
15. Treasurer must have two signatures for every check written on either Operational or Welfare account. Authorized signatures include, President, First Vice-President, Second Vice-President and Thrift Store Manager.
16. Coordinates with the Welfare and Ways & Means Chairmen regarding requests for donations and payment schedules for budgeted donations.
17. Treasurer works with Thrift Shop Chair to keep records in order to create consignment checks and keep deposits/checks reconciled at least once a month.
18. Ensures that fundraising does not take place during the Combined Federal Campaign.
19. Ensures that solicitations of support clearly indicate that the donations are for the CSC and NOT for Cannon AFB or the US Air Force.
20. Advises President on all financial matters.

## **JOB DESCRIPTIONS FOR EXECUTIVE BOARD**

### **Duties of the Parliamentarian**

1. Shall advise the President, Executive Board, and General Membership on points of order and proper procedures in accordance with the Constitution and By-Laws of the CSC and the latest revised edition of Robert's Rules of Order.
2. Serves as a non-voting member of the CSC Board.
3. Shall serve as liaison to the 27 SOFSS/JA Base Legal Office on CSC matters.
4. Shall serve as Nominating Committee Chairperson.
5. Shall supervise the election of the Executive Board and serve as the Installing Officer for the newly elected members.
6. Shall count the votes for all motions presented to the board or the general membership.
7. Shall serve as the Constitution and By-Laws Committee Chairperson, which is responsible for updating and revising the Constitution and By-Laws.
8. Shall ensure updated copies of Constitution and By-Laws are provided to 27 SOFSS/FSR.
9. Shall be responsible for updating job descriptions of all board positions annually. Will forward updated copies to 27 SOFSS/FSR and distributes copies to each board position.
10. Shall be responsible for keeping a roster of board member contact information up to date. Will forward updated copies to 27 SOFSS/FSR and distribute copies to each board position.
11. Shall perform such duties as may be delegated by the President.
12. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the job description and CSC policies.



**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Historian**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all General Duties of a Board Member and Operating procedures
3. Attends CSC events to take photos. If unable to attend an event, ensures that a substitute is confirmed to fill in and that substitute sends the photos from the event for publication.
  - a. Majority of the photos will be from the CSC monthly socials, monthly special activities and meetings.
  - b. Base wide events, where the CSC hosts a table, may be documented and photographed.
4. After each event, shares photos to the CSC Facebook page in an album named for the event
5. Photos must be saved to the Google Drive on the CSC email and updated regularly.
6. End of the year scrapbook must be put together.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Membership Chair**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all general duties of a board member and operating procedures.
3. Purchase new member gifts with approval of the board. Gives the President an accurate list of new members before each social with appropriate number of gifts to welcome new members.
4. Arrives early on the day of each function to set up sign-in sheets for newcomers, guests, and new members.
5. Creates welcome packets to distribute at socials and stores excess packets at the Thrift Shop.
6. Keeps an accurate alphabetical file of all members.
7. Keeps track of online membership application submissions and sends the treasurer a list of who paid and the amount they paid each month.
8. Ensures the email roster for the current board year is up to date as new members join.
9. Updates file continually. Periodically announces at the general functions that if anyone has any corrections to make, please contact Membership.
10. Provides Reservations Chair with an accurate list of members the day prior to each social.
11. Submits all dues collected (cash, check, credit card) to Treasurer.
12. Provides membership list to President to ensure that only members in good standing are given membership gifts in addition to being able to attend socials, special activities, and vote on motions.
13. Emails members a renewal letter in May. The member pays for the whole year in full from June to May, based on the current monthly rate of dues.
14. Ensures the Thrift Shop has an ample supply of CSC new member forms. Responsible for replenishing the supply, to include printing. If a member wishes to resign from CSC membership, they must email membership chair, who must update membership roster and inform the President. Membership dues are non-refundable.
15. Available to aid the 1st Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Publicity Chair**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all general duties of a board member and operating procedures.
3. Creates all marketing plans pertaining to CSC activities including monthly Socials, fundraising activities, Thrift Shop, and any other activities/events.
4. Maintains Cannon Spouses' Club page on Facebook. Post events and activities.
5. Maintains Cannon Spouses' Club webpage. Post events and activities.
6. Maintains file copies of all articles (such as banners, flyers, logos, newsletters, etc.) submitted for publication and email to the [cannonspousesclub@gmail.com](mailto:cannonspousesclub@gmail.com).
7. Designs and produces a post card with the dates for the CSC Socials for distribution base wide.
8. Ensures the A&FRC, Thrift Shop, The Landing Zone, Member-at-Large and any other board members who need them have an ample supply of CSC post cards. Responsible for replenishing the supply, to include printing.
9. Available to aid the 1st Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Reservations Chair**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all general duties of a board member and operating procedures.
3. Invites all members electronically (example: by Facebook and/or email) at least two weeks prior to each event. Gathers information from Socials Chairman. This should include all pertinent information for the function (place, time, menu, program, price, reservation phone number and deadline for making and canceling a reservation).
4. Takes reservations for the upcoming monthly social. You need the person's name, number of reservations, number of children attending childcare and menu choice (if applicable).
5. Creates CSC member name tags and ensures that they are available at check-in at each social.
6. Obtains the most updated membership roster to use at check-in for each social.
7. Runs check-in table (take payments from attendees) at each social and keep record of attendance: members, non-members, no shows, etc.
8. Keeps and updates a list of non-members who have attended socials. Non-members can only attend one social before having to become a member.
9. Calls The Landing Zone by 11AM on Tuesday prior to function to give the final headcount for social and number of children for childcare.
10. After the reservation deadline has passed, handles members wanting to make or cancel reservations. You may substitute new reservations for cancellations as received. Members who want to attend but RSVP after the deadline may attend the function and take the place of a no-show. This does not guarantee a meal. Members who do not cancel their reservations by the deadline will be charged and will not be in good standing until delinquencies have been paid.
11. Arrives early the day of each function. Accepts payment from those who wish to pay by cash, check, or credit/debit card. If there is a menu choice, pass out markers to help the club staff serve the food.
12. Meets with The Landing Zone Manager following each function to settle expenditures and billing with the Operations debit card or check. Turns in cash payments, checks, credit card payments, and the final event invoice/receipt to Treasurer within 24 hours after the event.
13. Available to aid the 1<sup>st</sup> Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Special Activities Chair**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all general duties of a board member and operating procedures.
3. Encourages members to sign up for Special Activities clubs – at the summer meet up and first CSC social, set up Special Activity club options (Past clubs included: Mommy & Me, Wine, Supper Club, Lunch Bunch, Bunco, Bowling, Crafters, Book)
4. Identifies a point of contact (POC) for each club, keeps and maintains the list of POCs
5. Ensures that at least one special activity is set up for each month and all members are invited
6. Creates the Facebook invites/events for each activity on the Special Activities and CSC Facebook pages, listing the POC as the co-host for each event
7. Ensures that the Special Activities budget is not exceeded
8. Available to aid the 1st Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Socials Chair**

1. Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
2. Follows all general duties of a board member and operating procedures.
3. Arranges programs for all CSC general membership functions. Has the theme/program for each social, August through May, lined up by the July Board meeting.
4. Reserves The Landing Zone (or other location) for all planned functions – book dates, room arrangements and selects menu items.
5. Double-check catering arrangements one week prior to each event - reconfirms arrangements including confirming menu, timing, linen colors, table arrangements, and centerpieces. Room arrangements include number, size, and placement of tables for seating as well as committee tables (Ways and Means, Reservations, Membership, etc.) The Reservations Chair will give final headcount the week of the social.
6. Turns in information on each event to Publicity Chair for advertising. This should include all pertinent information for the function (theme, place, time, menu, price, RSVP details, childcare details).
7. Pays for Socials catering with the Operations debit card or Operations check and sends copy of catering contract and receipt to the Treasurer with a completed debit voucher.
8. Selects decorations and game prizes for each function. Stays within budget in selecting these items.
9. Arrives early for each function to set up activities, game prizes and décor.
10. Arranges the members only bunco and bingo including
  - a. Booking a host to call the bingo numbers
  - b. Ensuring bunco and bingo equipment are available and set up prior to these socials.
11. Available to aid the 1st Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
OPERATIONS DIVISION**

**Duties of the Ways & Means Chair**

- 1) Serves on the Operations side of the board and reports to the 1<sup>st</sup> Vice President.
- 2) Follows all general duties of a board member and operating procedures.
- 3) Organizes all in-house (Operational) fund raising projects for the CSC, concurrent with the approval of the Installation Commander, Executive Board and the Legal Office.
- 4) Sets up and mans the Ways and Means table/display at approved socials except Bingo.
- 5) Selects and purchases at least 2 fundraising gifts, depending upon numbers attending, not to exceed \$50 so as to make a profit. It will be given from a ticket drawn at random. Tickets are sold during social hour at \$1 each or six for \$5. For the 2019-2020 board year, raffles will be held at the following socials:
  - Q3'19: 8/22/18, 9/14/19 (Murder Mystery Dinner)
  - Q4'19: 11/21/19, 12/12/19
  - Q1'20: 1/16/20
  - Q2'20: 4/16/20, 5/14/20
- 6) Ensures the yearly Ways and Means budget is not exceeded.
- 7) Places ticket buckets at each gift and sells tickets up until time of drawing.
- 8) Submits all funds raised to the Treasurer for deposit.
- 9) Available to aid the 1st Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Auction Chair**

- 1) Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
- 2) Follows the General Duties of a Board Member and follows all Operating procedures.
- 3) Assists the President with the Auction paperwork to turn in to the Private Orgs Monitor
  - a. Paperwork should be submitted as soon as date for the Auction has been set.
- 4) Responsible for the plan and implementation of all aspects of the Auction from start to finish.
- 5) Forms the Auction Committee and finds volunteers to help with the auction and auction planning.
- 6) Follows up with all committee members, volunteers, and board members.
- 7) Schedules Auction meetings to include an agenda, sending out reminders, and taking minutes for the meeting.
- 8) Prints all necessary forms and documents pertaining to the auction, with help from publicity chair as needed.
- 9) Solicits, organizes, and sets up the donations for the silent and live auction
- 10) Works as a floater the night of the Auction to give support where needed, and to help things run smoothly and on time.
- 11) Creates an after-action report of the Auction to include any updated information and suggestions for improvement in the future.
- 12) Available to aid the 2nd Vice President in any additional special function.



**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Member-at-Large**

1. Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
2. Follows the General Duties of a Board Member and follows all Operating procedures.
3. Represents the CSC membership at Quality of Life meetings, Heartlink and Newcomer's Info Fair.
  - a. Quality of Life Meetings dates: July 9 & Oct 8 (12:30pm – Landing Zone)
  - b. Heartlink dates: Sept 4 & Nov 6 (10:30 am – A&FRC)
  - c. Newcomer's Info Fair dates: Aug 6 & 20; Sept 3 & 17; Oct 1 & 15; Nov 5 & 19; Dec 3 & 17 (9:30 am – Landing Zone or A&FRC)
  - d. If unable to attend must find a replacement to represent the club in a reasonable amount of time.
4. Contacts base agencies/organizations and reports current and future base and community events to the CSC board.
5. Available to aid the 2nd Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Scholarship Chair**

1. Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
2. Follows the General Duties of a Board Member and follows all Operating procedures.
3. Organize a Scholarship Committee and plan meetings beginning no later than December.
4. Review, revise and get legal approval for all scholarship application changes.
5. Post application on the CSC website in early January.
6. Get the word out about CSC scholarships. Talk to the local high schools and colleges, post flyers around town and on base, post on Facebook, advertise in At Your Service, etc.
7. Collect applications and transcripts. Verify eligibility. Verify they are complete and if not contact the person applying to let them know what is missing.
8. Monitor the CSC Scholarship email account frequently during the application period.
9. Select three judges who have no military affiliation (not spouses or parents).
10. Compile the judging binders. Distribute to and pick up from the judges.
11. Organize the Final Selection Committee and meet to review the scores and select winners.
12. Notify scholarship winners.
13. Plan and implement the awards reception/function.
14. Compile tax information for treasurer. This is a list of names, addresses and award amounts for winners.
15. Maintain contact with treasurer to keep track of when letters have been received from winners and when awards have been sent to the schools.
16. Available to aid the 2nd Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Thrift Shop Chair**

1. Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
2. Follows the General Duties of a Board Member and follows all Operating procedures.
3. Acts as a liaison to the CSC Board, actively participating in the operation of the Thrift Shop and bringing concerns and recommendations to the CSC Board with regards to policies, procedures, and personnel.
4. Schedules and runs Thrift Shop Council meetings, as needed
5. Manages Thrift Shop personnel and determines discipline as necessary
6. Aids in the recruiting of Thrift Shop volunteers
7. Maintains an active role by being present at the Thrift Shop
8. Ensures adherence to the approved budget
9. Recruits candidates and reviews submitted resumes/applications when a vacancy occurs in the independent contractor positions
10. Votes as a member of the Thrift Shop Council.
11. Available to aid the 2nd Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Volunteer Chair**

- 1) Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
- 2) Follows the General Duties of a Board Member and follows all Operating procedures.
- 3) Is responsible for coordinating volunteer opportunities for the spouses' club members to include
  - a. Monthly Community Cause – select a local charitable organization each month, contact them to determine the need, work with Publicity to create a flyer and ensure the flyer is posted to the CSC Facebook page, pick up all collected donations from the Thrift Shop and deliver to the organization. Selects and purchases at least 1 raffle prize per month for those who bring a donation to the monthly social.
  - b. Landing Zone Christmas Decorating – Nov 12-14, 2019
  - c. Commando Cookie Drop
  - d. Trek for Trash
- 4) Is responsible for coordinating childcare for socials (when offered)
  - a) Email contacts for childcare at least 2 weeks prior to the event
  - b) Send out reminders to volunteers the week of the social
  - c) Creating Sign in sheet based off the RSVPs for childcare on the evite/ facebook
  - d) Printing out and making sure parents sign the release form (1 per family, each board year)
  - e) Ensuring enough name tags are available for childcare (purchase more if necessary)
  - f) Help set up for childcare and check in volunteers during socials
  - g) Keep the childcare bin organized and clean (remove broken toys/hazards)
- 5) Adheres to the Volunteer chair budget
- 6) Available to aid the 2<sup>nd</sup> Vice President in any additional special function.

**JOB DESCRIPTIONS FOR STANDING CANNON SPOUSES' CLUB CHAIRS  
WELFARE DIVISION**

**Duties of the Welfare Chair**

1. Serves on the Welfare side of the board and reports to the 2<sup>nd</sup> Vice President.
2. Follows the General Duties of a Board Member and follows all Operating procedures.
3. Compiles all donation requests submitted to the CSC
4. Acknowledges receipt of donation request via email to the requesting organization, informing them of the next board meeting
5. Presents requests at monthly board meetings for a funding vote
6. Informs the requesting organization of the outcome of the vote
7. Collects checks for the approved donations from the Treasurer and delivers them (in person or by mail) to the requesting organization
8. Available to aid the 2nd Vice President in any additional special function.