

**DOVER SPOUSES' CLUB DOVER,
DELAWARE**

JOB DESCRIPTIONS AND DUTIES

DSC PRESIDENT

Job Description

1. The President is elected by DSC General Membership and oversees all functions of the DSC Board. This is a bonded position. The President is a non-voting member of the DSC Board except in the event of a tie vote. *The alternate for the position of President is the VP of Welfare.*

2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - Constitution
 - Bylaws
 - President Job Description
 - Job Descriptions for all DSC Board positions, including committees
 - President Annual Duty Calendar
 - Treasurers' Reports and Budgets
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar
 - Board Structure Cheat Sheet
 - Parliamentary Procedure handout
 - AFI for Private Orgs
 - The DSC Welfare Club Tax ID # and Exemption letter from the IRS
 - All other information which may be pertinent to the President position should also be maintained within this binder.
 - b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**
 - a. Establish and attend monthly Board meetings.
 - b. President serves on all committees, to include: Budget Committee, Welfare Committee, Craft Show Committee, Constitution and Bylaws Committee and Scholarship Committee.

- c. Attendance at the DSC Annual Craft Show is mandatory.

4. **DUTIES**

- a. Act and assume all duties and responsibilities of any Board Member in his/her absence.
- b. Shall be and authorized to co-sign checks over \$500, and sign checks in the absence of the Social Treasurer, Welfare Treasurer, VP of Social or the VP of Welfare, as required.
- c. Present a Board Report at monthly Board meetings. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
- d. Immediately upon election to the office of DSC President, the President shall:
 - Appoint a Parliamentarian
 - Appoint Standing Committee Chairs after consulting with the respective Vice Presidents
 - Appoint Special Committee Chairpersons, as necessary
 - Provide the Secretary a list of all elected and appointed Board Members; update this list with the Secretary as applicable throughout the year. Let Secretary know your preferences regarding Board Reports and their distribution.
 - Write and deliver to the Airmen & Family Readiness Center a DSC Welcome Letter or Tri-fold to be made available to the public. Provide Publicity and Member At Large Chairs with electronic or paper copies for distribution.
Meet with committee chairs to plan the year's club functions.
- e. Consider all Committee Co-Chairs and committee members when requested/ submitted by the Chairs. All selections must be reported at the next Board meeting.
- f. Ensure Board changes are reported to Membership (to ensure their good standing), and posted on the DSC website and Facebook page, as applicable.
- g. Though the President is responsible for all aspects of the DSC, the President is to directly oversee the Vice President of Welfare, Vice President of Social, Secretary, Publicity Chair and Parliamentarian. Other Chair positions are divided under direct responsibility of the respective Vice President.
- h. Vacant Elected and Chair positions will be filled by Presidential Appointment. In the case of a vacancy, the position's alternate, respective Vice President, and finally the President will perform the duties until new Appointment is made.
- i. Ensure guests are introduced at all functions. Apprise the Advisor(s) of any special guests attending a function.
- j. Ensure all General Membership meetings are open for Business matters prior to the Social part of the function.
- k. Keep the Executive Board informed of all DSC Matters. Endeavor to keep the Board informed of pertinent matters, when applicable. Special Meetings

of the Executive Board, Board, and General membership may be called if necessary.

- l. A Call for Special Vote between established Board meetings via electronic mail, phone, or other means may be conducted, as necessary. Such a vote is at the request of the President, after consulting with the Advisors. The votes will go through the Parliamentarian with the results reported and recorded at the next Board meeting.
 - m. Purchase and present gifts for the departing Advisor(s) and all outgoing Board members; use discretion of Board participation for a normal minimum of five (5) months).
 - n. Keep the DSC storage unit key in your possession.
 - o. Ensure other information or articles related to your position are posted on the DSC website and Facebook page.
 - p. Ensure the Club's Non-Profit Status remains valid by confirming the filing of IRS 990 forms by Welfare & Social Treasurers. Keep copy of 990 forms in Binder.
5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
 6. Board members should make every effort to attend and support all DSC sponsored activities.
 7. Ensure Budget Requirements for all President Expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
 8. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
 9. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
 10. Comply with ARTICLE V of the DSC Bylaws.
 11. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC VICE PRESIDENT OF WELFARE

Job Description

1. The Vice President (VP) of Welfare is elected by the DSC General Membership and is overseen by the DSC President. This is a bonded position. The VP of Welfare is a voting member of the DSC Board. *The alternate for the position of VP of Welfare is the President.*

2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - Constitution
 - Bylaws
 - VP of Welfare Job Description (Appendix A)
 - Job Descriptions of all Committees under the VP of Welfare
 - VP of Welfare Annual Duty Calendar, if applicable
 - Treasurers' Reports and Budgets
 - Welfare Approval/Denial spreadsheet
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar
 - Board Structure Cheat Sheet
 - Parliamentary Procedure handout
 - Template for approval & denial letter
 - The Dover Spouses' Club Welfare Club Tax ID # and Exemption letter from the IRS
 - All other information which may be pertinent to the VP of Welfare position should also be maintained within this binder.
 - b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**
 - a. Attend monthly Board meetings, as established by the President.
 - b. Attend committee meetings to include, Budget Committee, Welfare Committee, Craft Show Committee, Constitution and By Laws Committee and Scholarship Committee.
 - c. Attendance at the DSC Annual Craft Show is mandatory.

4. **DUTIES**

- a. Act and assume all duties and responsibilities of the President in their absence.
- b. Act and assume all duties and responsibilities of all Welfare Committee Chairs in their absence.
- c. Responsible for overseeing the following committees and serving as a member:
 - Welfare Committee
 - Craft Show Committee
 - Scholarship Committee
- d. Serve as a member of the following committees:
 - Budget Committee
 - Constitution and Bylaws Committee
- e. Shall be bonded and authorized to co-sign checks over \$500, and sign checks in the absence of the Social Treasurer, Welfare Treasurer, or the President, as required.
- f. Assist the President in the selection of the Welfare Committee Chairs.
- g. Present a Board Report at monthly Board meetings. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.

h. **Welfare Fundraising Activities**

- Submit a list of possible Welfare fund-raising activities for discussion and approval at the first Board meeting of the year. In turn, the Parliamentarian will process the request through the 436th Force Support Squadron, the 436th Airlift Wing Judge Advocate office, and the 436th Mission Support Group Commander for approval.
- As your financial assistant, keep the Welfare Treasurer abreast of all fundraising activities; ensuring their knowledge of all upcoming large expenses, thus ensuring the checking account is in order.
- The 436th Airlift Wing Judge Advocate office must approve all contracts for off-base facility usage, prior to signature of said contract.
- Review all publicity for Welfare fundraising events with the Publicity Chairperson prior to publication.
- Attend all Welfare fundraising events to ensure all details and programs flow smoothly.

i. **Craft Show Activities**

- Assist the Craft Show Chair in all DSC Welfare Craft Show Committee activities

as required.

- Assist the Craft Show Chair in creating a committee to include, but not limited to Craft Show Co-Chair, Craft Show Publicity Coordinator and Craft Show Volunteer Coordinator, and Food Court Coordinator, Parking/Security Coordinator.
 - Ensure the Welfare and Social Treasurers are aware of their required attendance and duties before, during, and after the Craft Show.
 - In coordination with the Welfare Treasurer, ensure the Welfare monies are accounted for accordingly before, during, and after the Craft Show.
- j. Ensure information or articles related to your position or the Welfare Committees are posted on the DSC website and Facebook page, as applicable.
5. The Dover Spouses' Club Social Club is registered with the IRS under the Officers Wives Social Club. It is a 501(c)(07) and the Employer Identification Number is 51-0321276. The Dover Spouses' Club Welfare Club is registered as the Officers Wives Welfare Club. It is a 501(c)(04) and the Employer Identification Number is 51-0321275. Under the IRS guidelines for these tax exempt organizations, donors may not deduct contributions made to either club.
 6. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
 7. Board members should make every effort to attend and support all DSC sponsored activities.
 8. Ensure Budget Requirements for Welfare Activities and Committees are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
 9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
 10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting. Provide an updated pie chart of welfare contributions for website.
 11. Comply with ARTICLE V of the DSC Bylaws.
 12. **All members are hereby informed that financial liability incurred by the DSC**

may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.

REVIEWED AND REVISED April 2020

DSC VICE PRESIDENT OF SOCIAL

Job Description

1. The Vice President of Social is elected by the DSC General Membership. This is a bonded position. The Vice President of Social is a voting member of the DSC Board. *The alternate for the position of Vice President of Social is the President.*

2. **MAINTAIN DSC BOARD BINDER**

a. The binder must consist of the following items and will be passed on to the next member holding this position.

- Constitution
- Bylaws
- Vice President of Social Job Description
- Vice President of Social Annual Duty Calendar, if applicable
- Treasurers' Reports and Budgets
- Board Meeting Minutes
- Board Roster
- Social Calendar
- Board Structure Cheat Sheet
- Parliamentary Procedure handout
- All other information which may be pertinent to the Vice President of Social position should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Preside over the Social Committee.
- d. Serve as a member of the Budget Committee, Constitution and Bylaws Committee.

4. **GENERAL DUTIES**

- a. Act and assume all duties and responsibilities of the President in the absence of the President and Vice-President of Welfare.
- b. Act and assume all duties and responsibilities of the Social Treasurer in their

absence

- c. Act and assume all duties and responsibilities of the Social/Programs Chair in their absence.
- d. Directly oversee the Social Treasurer, Secretary, Membership, Social/Programs and Member-at-Large positions.
- e. Shall be bonded and authorized to co-sign checks over \$500, and sign checks in the absence of the Social Treasurer, Welfare Treasurer, or the President, as required.
- f. Assist the President in the selection of the Social/Programs Chair and Committee.
- g. Be responsible for all fundraising and activities for Social.
- h. Present a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
- i. Maintain Socials inventory list.

5. **SOCIAL/PROGRAMS DUTIES**

- a. Prior to the August Board meeting, meet with the Advisor(s), President, Social and Programs Chair and Socials Committee to outline dates and times for the year's social functions.
- b. At a minimum, there should be ten (10) social events planned for the DSC year, including:
 - August Membership Social (usually free to members)
 - April Elections Function
 - May new DSC Board Installation/Scholarship Recipient Function
- c. Consider the Wing Calendar and Caesar Rodney School District Calendar when planning events.
- d. Know the Social Budget. Consult with the President regarding any large expenses.
- e. Keep the Social Treasurer abreast of all activities.
- f. Ensure Publicity Chair has socials information to create publicity material for the DSC website and Facebook page.
- g. Attend all Social events to ensure details and programs flow smoothly.
- h. With Membership Chair, welcome all new members, ensuring that a DSC Member is assigned to host each new member or guest at their initial function.

6. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.

7. Board members should make every effort to attend and support all DSC sponsored activities, to include, the DSC monthly Social events and the annual Craft Show.

8. Ensure Budget Requirements for all Social Activities and Committees under the Vice President of Social are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
10. Present a detailed End-of-Year Board Report at the June out-going Board meeting.
11. Comply with ARTICLE V of the DSC Bylaws.
13. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

WELFARE TREASURER

Job Description

1. The Welfare Treasurer is elected and is overseen by the Vice President of Welfare. This is a bonded position. The Welfare Treasurer is a voting member of the DSC Board.
The alternate for the position of Welfare Treasurer is the Welfare VP
2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - Constitution
 - Bylaws
 - Welfare Treasurer Job Description
 - Welfare Treasurer Annual Duty Calendar, if applicable
 - Treasurers' Reports and Budgets
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar

- Board Structure Cheat Sheet
- Financial Vouchers
- Account list
- Parliamentarian Procedure handout
- All other information which may be pertinent to the Welfare Treasurer position should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is mandatory.
- c. Serve on the Budget Committee, Welfare Committee, Bylaws and Constitution Committee, and Craft Show Committee.

4. **GENERAL DUTIES**

- a. Account for and verify all money, income, and expenses of the Welfare portion of the DSC.
 - Set-up cash, income, and expense ledger accounts
 - Set-up a "cash control ledger" which tracks receipts of disbursements by month in order to calculate the total cash inflow or outflow for any month
 - Ledger entries should be as complete and detailed as possible
 - Work with Social Treasurer to update financial voucher to reflect current fiscal year line items.
- b. Deposit all money in a timely manner as the checking and savings accounts are interest bearing.
 - Such deposits may include Craft Show entry fees and scholarship money.
 - Record deposit in the proper checkbook, cash control ledger, and general ledger.
 - Photo copied checks should have account information blacked out.
- c. Pay bills and reimburse board members' promptly. All expenditures/reimbursements must have a financial voucher with attached supporting documentation such as a photocopy of the receipt/invoice. Expenses cannot be paid without supporting documentation.
- d. Ensure that all checks over \$500 have two (2) authorized signatures.
- e. Accurately and completely fill out all check stubs, check registers, and ledger accounts. Each month, the bank statements should be reconciled with the check registers.
- f. Prepare a monthly Welfare Cash Flow Statement spreadsheet for the Welfare and Craft Show accounts. One column should detail that month's starting balance,

income received, expenses paid, and the final balance. A second column should detail the current fiscal year budget. A third column should detail income and expenses for year to date.

- g. Maintain a separate file for each month's activity.
 - File paid invoices, bank statements, Welfare vouchers and receipts.
 - All Files should be kept for seven (7) years. Keep cash flow statements, annual budgets, bank statements, ledgers, and check stubs and/or registers.
 - h. Responsible for organizing and gathering information to aid in filing the IRS Income Tax Form 990, or other applicable tax forms as required. The Welfare Treasurer in conjunction with the Social Treasurer shall accomplish this responsibility. **Taxes must be filed by October 15th of each year.**
 - i. Responsible for the physical-monies before, during, and after the DSC Craft Show. The Social Treasurer shall assist in this duty.
 - j. Ensure information or articles related to your position are posted on the DSC website and Facebook page.
 - k. Submit a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, welfare cash flow statement, etc.
5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
 6. Board members should make every effort to attend and support all DSC sponsored activities to include the DSC monthly Social events and the annual Craft Show.
 7. Ensure that Budget Requirements for all Welfare expenses are submitted to the Budget Committee's Annual & Semi-Annual Reviews (normally June & January of each year).
 8. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
 9. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
 10. Comply with ARTICLE V of the DSC Bylaws.
 11. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated**

REVIEWED AND REVISED April 2020

DSC SOCIAL TREASURER

Job Description

1. The Social Treasurer is elected by the DSC General Membership and is overseen by the DSC President. This is a bonded position. The Social Treasurer is a voting member of the DSC Board. *The alternate for the position of Social Treasurer is the Social VP .*

2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - Constitution
 - Bylaws
 - Social Treasurer Job Description (Appendix A)
 - Social Treasurer Annual Duty Calendar, if applicable
 - Treasurers' Reports and Budgets
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar
 - Board Structure Cheat Sheet
 - Parliamentary Procedure handout
 - Financial Vouchers
 - Account list
 - Parliamentary Procedure handout
 - The Dover OSC Welfare Club Tax ID # and Exemption letter from the IRS
 - All other information which may be pertinent to the Social Treasurer position should also be maintained within this binder.
 - b. Work with Welfare Treasurer to update financial voucher to reflect current fiscal year line items.
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3. **MEETING ATTENDANCE**
 - a. Attend monthly Board meetings, as established by the President.
 - b. Attend committee meetings to include, Budget Committee, Constitution and Bylaws, and Social Committee.

c. Attendance at the DSC Annual Craft Show is mandatory.

4. **DUTIES**

- a. In the event that the Social Treasurer is unable to attend a function, the Social Treasurer must contact the Welfare Treasurer or another bonded member to act in their absence.
- b. Plans and presides over the Budget Committee. The Budget Committee is held at least twice a year prior to the outgoing Board meeting in May or June and prior to the January Board meeting. The budget committee shall consist of the Executive Board. The President may ask additional members to attend the meeting(s).
- c. Be accountable for the collection, disbursement, and custody of all DSC monies pertaining to the Social activities of the organization.
- d. Set-up cash, income, and expense ledger accounts; Set-up a "cash control ledger" which tracks receipts of disbursements by month in order to calculate the total cash inflow or outflow for any month. Ledger entries should be as complete and detailed as possible.
- e. Maintain a cash box with \$100.00 in it at all times to be used to make change at each Social Function.
- f. Deposit all money in a timely manner. Such deposits may include Membership fees and Social Fundraising money. Record deposit in the proper checkbook, cash control ledger, and general ledger.
- g. Ensure that the Social PayPal account is checked monthly and coordinate with Social VP to validate payments before making monthly transfer to Social checking account.
- h. Pay bills promptly. All expenditures must have supporting documentation, such as a receipt, invoice and a Financial Voucher.
- i. Reimburse Board members' approved expenses after receipt of a completed Financial Voucher and supporting documents (receipts, invoices, etc).
Reimbursements will not be made without proper documentation.
- j. Each month, reconcile the check registers with the bank statement.
- k. Prepare a monthly Social Cash Flow Statement, which includes budget/ledger account numbers, clear descriptions of the receipts and disbursements with the dollar amounts. The total cash inflow or outflow for the month should also be shown as well as the total cash-on-hand as of the beginning and ending of the month.
- l. Monitor Social Account for delinquency payments by membership. Notify the Vice President of Social of any member falling out of good standing. Member must pay all fees caused by bounced checks.
- m. Maintain a separate file for each month's activity with paid invoices, bank statements, financial vouchers and receipts.
- n. Cash flow statements, annual budgets, bank statements, ledgers and check stubs/ registers must be kept for seven (7) years.

- o. Responsible for organizing and gathering information to aid in filing IRS Income Tax Form 990, or other applicable tax forms as required. The Welfare Treasurer in conjunction with the Social Treasurer shall accomplish this responsibility. **Taxes must be filed by October 15th of each year.**
- p. All checks over \$500 must have two (2) authorized signatures.
- q. Assist the Welfare Treasurer at the DSC Annual Craft Show with monies before, during, and after the Craft Show
 - r. Present a monthly DSC Social Treasurer Board Report in accordance with the Secretary's established guidelines. Reports should include, but not limited to updates on committee activities, upcoming plans and a detail of expenditures for that month.
- 5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
- 6. Board members should make every effort to attend and support all DSC sponsored activities, to include, the DSC monthly Social events and the annual Craft Show.
- 7. Be responsible to ensure Budget Requirements for all Treasurer expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
- 8. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
- 9. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
- 10. Comply with ARTICLE V of the DSC Bylaws.
- 11. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC SECRETARY

Job Description

1. The Secretary is elected by the DSC General Membership and is overseen by the DSC President. This is not a bonded position. The Secretary is a voting member of the DSC Board. *The alternate for the position of Secretary is the Parliamentarian.*

2. **MAINTAIN DSC BOARD BINDER**

a. The binder must consist of the following items and will be passed on to the next member holding this position:

- Constitution
- Bylaws
- Secretary Job Description (Appendix A)
- Secretary Annual Duty Calendar, if applicable
- Board Reports and Budgets
- Board Meeting Minutes
- Board Roster
- Social Calendar
- Board Structure Cheat Sheet
- Parliamentarian Procedure handout
- The DSC Social & Welfare Clubs Tax ID #'s and Exemption letters from the IRS
- All other information which may be pertinent to the Secretary position should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, General Membership meetings and all other meetings that require annotation of minutes.
- b. Attendance at the DSC Annual Craft Show is expected.

4. **GENERAL DUTIES**

- a. Establish the procedure for submitting Board reports and ensure each Board member

is aware of the requirements.

- b. Record the minutes of all Executive Board, Board of Governors', General Membership, and Special or Emergency meetings when a vote is involved. Maintain board meeting attendance rosters.
- c. Serve on committees as designated by the President.
- d. Present the minutes at the monthly Board meetings. Ensure all minutes are maintained in the Corresponding/Recording Secretary Board Binder and forwarded to the 436th Force Support Squadron, as required. **Copies of the last three (3) years of board minutes are to be maintained by the Secretary.** At the end of your term, ensure the oldest set of files are placed in the DSC permanent storage. Anything over seven (7) years can be destroyed.
- e. Responsible for emailing agenda, board reports, and minutes from the prior board meeting. Print emailed items for the board meeting.
 - f. Collect, compile, and disperse all monthly and annual Chairperson Board Reports. Submit all monthly and annual reports to the 436th Force Support Squadron, as required. **Copies of the last three (3) years of Chairperson Board Reports are to be maintained by the Secretary.** At the end of your term, ensure the oldest set of files are placed in the DSC permanent storage. Anything over seven (7) years can be destroyed.
- g. Maintain all IRS, AF or any other official records of the DSC for seven (7) years. Documents older than 3 years may be kept in the DSC permanent storage.
- h. Pick monthly Military Spouse magazine from DSC PO Box and ensure delivery to Member-At-Large or other designated board member for distribution.
- i. Ensure information or articles related to your position are posted on the DSC website and Facebook page, as applicable.
- j. Present a monthly Board Report. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
- k. Conduct and manage all correspondence for the DSC to include:
 - Fee recoupment letters to members who are 'no-shows' at functions, bounced checks, etc.
 - Extension of Honorary Membership, Special Invitations, etc., upon the President's request.
 - Thank you notes to volunteers if requested by President
 - Sympathy and get-well cards to members when hospitalized or when a family member has passed. Upon the President's request, a plant or flower arrangement may be given.
 - **Copies of all correspondence needs to be kept in your file for two (2) years.**
- l. Supplies and Materials
 - Purchase materials as needed for correspondence.
 - Receipts for reimbursement, along with a financial voucher, must be presented to

the Social Treasurer prior to the next Board Meeting.

5. Check DSC Post Office Box located at the Dover AFB USPS Office twice weekly. **Post Box number is 2001**. All letters should be opened, labeled, and delivered to the respective Chairperson.
6. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
7. Board members should make every effort to attend and support all DSC sponsored activities.
8. Ensure budget requirements for Secretary expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
9. Submit information to the Publicity Chair whenever there is information that may be of interest or of direct impact to the DSC members.
10. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
11. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
12. Comply with ARTICLE V of the DSC Bylaws.
13. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC PARLIAMENTARIAN

Job Description

1. The Parliamentarian is appointed and is overseen by the President. The Parliamentarian is a non-voting member of the DSC Board and is not bonded. *The alternate for the position of Parliamentarian is the President.*
2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next

member holding this position:

- Constitution
- Bylaws
- Parliamentarian Job Description (Appendix A)
- Parliamentarian Annual Duty Calendar
- Board Reports and Budgets
- Board Meeting Minutes
- Board Roster
- Social Calendar
- Board Structure Cheat Sheet
- Parliamentarian Procedure handout
- The Dover OSC Social and Welfare Clubs Tax ID #'s and Exemption letters from the IRS
- Copies of all DSC job descriptions
- All other information, which may be pertinent to the Parliamentarian position, should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Attend all Welfare, Bylaws, and Elections committee meetings.

4. **GENERAL DUTIES**

- a. Serve on the Board of Governors, advising the Board, President, and Advisors on legal and regulatory matters pertaining to the operation of the DSC.
- b. Serve on the Welfare Committee, normally held monthly.
- c. Preside over the following committees: Constitution and Bylaws Committee and Nomination and Elections Committee.
- d. Present a Parliamentarian Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
- e. Be completely familiar with the DSC Constitution and Bylaws, Air Force, AFI, and IRS regulations governing the operation of Private Organizations, legalities concerning fund-raisers. *Roberts' Rules of Order, Revised* should be used to conduct board meetings
- f. Ensure voting at Board and General Membership meetings is conducted within the guidelines set forth in the DSC Constitution and Bylaws.
- g. In March, request Board Members update their Job Descriptions and prepare for submittal at the April Board Meeting. All requested edits must be reviewed by the

- Parliamentarian and President prior to updating.
- h. Completed Job Descriptions shall be presented to the Board at the end of the year change over meeting. The Parliamentarian, President, and respective Vice Presidents should also maintain copies of all Job Descriptions.
 - i. Ensure information or articles related to your position are posted on the DSC website and Facebook page (i.e., Nomination and Election period, Constitution and By-Law updates, etc).

5. **CONSTITUTION AND BYLAWS COMMITTEE**

- a. Per Air Force regulation, the Constitution and Bylaws will be reviewed at a minimum every two (2) years, the last review being conducted in fall of 2019.
- b. With help from the secretary, prepare revisions, deletions, or additions to Constitution and/or Bylaws.
- c. Submit changes to the General Membership.
- d. Once voted on, submit changes to the 436 FSS Private Organization office who will forward to JAG and MSG commander before presentation, publication, and/or incorporation and in accordance with the procedures outlined in the Constitution and Bylaws.
- e. Bylaws committee is chaired by the Parliamentarian and includes the entire Executive Board as well as Advisors.

6. **NOMINATION AND ELECTION COMMITTEE**

Perform all tasks required to prepare and execute nominations, voting, and induction of the next Executive Board (elected positions) to include nomination forms, managing the voting process, and any other related necessary responsibilities in accordance with Roberts Rules of Order (Revised).

- 7. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
- 8. Board members should make every effort to attend and support all DSC sponsored activities.
- 9. Ensure Budget Requirements for all Parliamentarian expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
- 10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
- 11. Comply with ARTICLE V of the DSC Bylaws.

12. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC PUBLICITY/WEB CHAIR

Job Description

1. The Publicity Chair is appointed and is overseen by the President. This is not a bonded position. The Publicity Chair is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair member. *The alternate for the position of Publicity Chair is the Social/Program Chair.*
2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - Constitution
 - Bylaws
 - Publicity Chair Job Description (Appendix A)
 - Publicity Chair Annual Duty Calendar
 - Treasurers' Reports and Budgets
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar
 - Board Structure Cheat Sheet
 - Parliamentary Procedure handout
 - Website login information
 - Pertinent website information
 - Facebook Admin/Editing rights
 - All other information which may be pertinent to the Publicity Chair position should also be maintained within this binder.
 - b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Serve on the Social/Program Committee, and any other Committees that require Publicity.

4. **GENERAL DUTIES**

- a. Purchase all material needed for Publicity. Receipts for reimbursement, along with a financial voucher, must be presented to the respective Treasurer (Welfare or Social), prior to the next board meeting.
- b. Arrange for a base photographer to be present at special DSC functions if needed. Prepare an article to accompany photos.
- c. Maintain the DSC Website and Facebook page. Administrators of the Dover Spouses' Club Facebook page should include the Craft Show Publicity Chair, Social/Program Chair and President. Departing Facebook admin must first transfer to admin rights to new board members before removing themselves from social media pages.

d. Social Publicity

- Maintain and follow the Monthly DSC Social Checklist in your notebook.
- Coordinate with Social/Programs Chair, and Vice President of Social to promote monthly socials by creating flyers for upcoming socials and other events.
- Place flyers on website and Facebook page. Post flyers in any pertinent location on base to attract non-members.
- Make, update, and distribute a Trifold to publicize DSC events. Distribute trifold to various organizations on base as needed.

e. Welfare Publicity

- Coordinate with Welfare Chair each month to publicize charitable donations, as applicable.
- Write articles/press releases for various publications as needed and submit. Any Check Presentation Photos should be included in press releases.
- Assist the Craft Show Publicity Chair.

f. Scholarship Publicity

- Coordinate with the Scholarship Chair during December to develop and send press releases to pertinent publications to announce the DSC Scholarships.
- When the winners are announced in the spring, place press releases and pictures in pertinent publications with their names, schools, and the amount awarded.
- Invite media to attend the Scholarship presentation function to take their

own pictures.

- g. Website Publicity
 - Update information as necessary on the website
 - Add monthly social information
 - Add/update all Craft Show documents
 - Add/update all Scholarship information, links, flyers, etc.
 - Ensure all information is shared on the Facebook page.
 - Ensure the website domain bill and website hosting bill is paid.
 - h. Attend DSC events as possible and take pictures to post to the website and Facebook Page.
 - i. Present a Publicity Chair Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
 6. Board members should make every effort to attend and support all DSC sponsored activities.
 7. Ensure Budget Requirements for all Publicity expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
 8. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
 9. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
 10. Comply with ARTICLE V of the DSC Bylaws.
 11. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

COMMUNITY RELATIONS COORDINATOR

Job Description

1. The Community Relations Coordinator is appointed and is overseen by the President. This is not a bonded position. The Community Relations Coordinator is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair member. *The alternate for the position of Community Relations Coordinator is the Vice President of Welfare.*

2. **MAINTAIN DSC BOARD BINDER**

a. The binder must consist of the following items and be passed on to the next member holding this position:

- Constitution
- Bylaws
- Community Relations Coordinator Job Description (Appendix A)
- Community Relations Coordinator Annual Duty Calendar
- Treasurers' Reports and Budgets
- Board Meeting Minutes
- Board Roster
- Social Calendar
- Board Structure Cheat Sheet
- Parliamentary Procedure handout
- Maintain contact list of organizations listed in 4a.
- All other information which may be pertinent to Community Relations Coordinator position should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, General Membership meetings and all other meetings that require annotation of minutes.
- b. Attendance at the DSC Annual Craft Show is expected.

4. **DUTIES**

a. At the direction of the President, establish and maintain mutually beneficial relationships with on and off base organizations that interest or directly impact the DSC. For example:

- Airman and Family Readiness Center

- Key Spouse
- Chief's group
- Parent Advisory Board
- Eagle Heights
- USO
- PTO
- Central Delaware Chamber of Commerce
- Downtown Dover Parenership

- b. If paid membership is required, get approval from board, coordinate payment, and maintain membership requirements.
- c. Make contact with each organization and coordinate activities.
- d. Develop and maintain list of the organizations to include point of contact and key meeting information.
- e. Attend each organization's key meetings or have alternate attend.
- f. Represent the DSC at the monthly Wing Newcomers.
- g. Remain up to date on all DSC activities
- h. Present a monthly Community Relations Coordinator Report in accordance with the Recording Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.

5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.

6. Board members should make every effort to attend and support all DSC sponsored activities.

7. Ensure budget requirements for Community Relations Coordinator expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).

8. Submit articles to the Publicity Chair whenever there is information that may be of interest or of direct impact to the DSC members.

9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.

10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.

11. Comply with ARTICLE V of the DSC Bylaws.

12. All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.

REVIEWED AND REVISED April 2020

DSC WELFARE CHAIR

Job Description

1. The Welfare Chair is appointed and is overseen by the Vice President of Welfare. This is not a bonded position. The Welfare Chair is a voting member of the DSC Board. A Co- Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair member. *The alternate for the position of Welfare Chair is the Vice President of Welfare.*

2. MAINTAIN DSC BOARD BINDER

In the absence of the Welfare Vice-President the Welfare Chair is responsible for maintaining the binder and ensuring it consists of the items referenced in the Welfare Vice President job description.

3. MEETING ATTENDANCE

- a. Attend monthly Board meetings, General Membership meetings and all other meetings that require annotation of minutes.
- b. Attendance at the DSC Annual Craft Show is expected.

4. DUTIES

- a. Receive all correspondence relating to requests for DSC donations. Collect necessary background information of all requests to help ascertain worthiness.
- b. Maintain a Welfare request spreadsheet with a list of all requests listing approvals and denials.
- c. Maintain a file box with stationery, stamps, request letters, and copies of all correspondence sent. Prepare all denial and acceptance correspondence for donations.

- d. Coordinate the issuance of checks with the Welfare Treasurer.
- e. Prepare a monthly submission for the DSC website listing donation requests approved by the Board and a brief explanation of the purpose of each donation.
- f. Serve as a member of the Scholarship Committee if requested.
- g. Submit a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.
- h. Present thank you cards to the Board and post at General Membership Meetings.

5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.

6. Board members should make every effort to attend and support all DSC sponsored activities.

7. Ensure budget requirements for Welfare Chair expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).

8. Submit articles to the Publicity Chair whenever there is information that may be of interest or of direct impact to the DSC members.

9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.

10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.

11. Comply with ARTICLE V of the DSC Bylaws.

12. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC CRAFT SHOW CHAIR

Job Description

1. The office of Craft Show Chair is appointed and is overseen by the Welfare Vice President. This is a bonded position. The Craft Show Chairman is a voting member of the DSC Board. A Co-Chairman, a Craft Show Publicity Chairman, a Craft Show Volunteer Chairman, and a Craft Show Food Court Chairman may be appointed with the pre- approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair Member. **The term of the Craft Show Chairman and these Committee positions under the Craft Show shall run from January through December.** *The Alternate for the position of Craft Show Chair is the Welfare Vice President.*

2. **MAINTAIN DSC CRAFT SHOW BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position.
 - b. Constitution
 - c. Bylaws
 - d. Craft Show Job Description (Appendix A)
 - e. Craft Show Annual Duty Calendar
 - f. Treasurers' Reports and Budgets
 - g. Board Meeting Minutes
 - h. Board Roster
 - i. Social Calendar
 - j. Board Structure Cheat Sheet
 - k. Parliamentarian Procedure handout
 - l. The Dover OSC Welfare Club Tax ID # and Exemption letter from the IRS
 - m. All other information which may be pertinent to the Craft Show position should also be maintained within this binder.
 - n. AFI pertaining to fundraising
 - b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**
 - a. Attend monthly Board meetings, as established by the President.
 - b. Attendance at the DSC Annual Craft Show is mandatory.
 - c. Preside over the Craft Show Committee that includes one Advisor, the President, Vice President of Welfare, Welfare Treasurer,
 - Food Court Coordinator

- Volunteer Coordinator
- Publicity Coordinator
- Parking/Security Coordinator

4. DUTIES

- a. Serve on committees as designated by the President.
 - b. Hold Craft Show Committee meetings on as needed from January until July. Hold Craft Show Committee meetings monthly from August until show date in November.
 - c. Follow Craft Show timeline as indicated in Craft Show binder.
 - d. Hold a Follow up meeting after the Craft Show and provide Report to Board to include but not limited to attendance numbers, vendor numbers, financial income and expenditure reports no later than the December Board Meeting.
 - e. Check Craft Show email account on a weekly basis.
 - f. **Must be available to attend, for the entire day, the Annual Craft Show held on the first Saturday in November. Must also be available to work the prior Thursday and Friday or appoint an alternate to cover for you.**
 - g. In December, the Chairman will seek Board approval to host the following year's Craft Show by making a motion.
 - h. Present a monthly Craft Show Board Report in accordance with the Recording Secretary's established guidelines. Reports should include, but not limited to updates on committee activities, upcoming plans and a detail of expenditures for that month.
5. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
 6. Board members should make every effort to attend and support all DSC sponsored activities, to include the DSC monthly Social events.
 7. Ensure Budget Requirements for Craft Show expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally May and prior to the January Board meeting each year).
 8. Contact insurance agency to verify number of bonded members and insurance premium for event. Coordinate payment through Welfare Treasurer.
 9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
 10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
 11. Comply with ARTICLE V of the DSC Bylaws.

12. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC SCHOLARSHIP CHAIR

Job Description

1. The Scholarship Chair is appointed and is overseen by the Vice President of Welfare. This is not a bonded position. The Scholarship Chair is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair. *The alternate for the position of Scholarship Chair is the Vice President of Welfare. The DSC Scholarship Chair may not apply or have any dependents applying for the scholarships.*
2. **MAINTAIN DSC BOARD BINDER**
 - a. The binder must consist of the following items and will be passed on to the next member holding this position:
 - Constitution
 - Bylaws
 - Scholarship Chair Job Description (Appendix A)
 - Scholarship Chair Annual Duty Calendar, if applicable
 - Treasurers' Reports and Budgets
 - Board Meeting Minutes
 - Board Roster
 - Social Calendar
 - Board Structure Cheat Sheet
 - Parliamentarian Procedure handout
 - All other information which may be pertinent to the Scholarship Chair position should also be maintained within this binder.
 - b. Historical Binder: A binder must be maintained with previous scholarship applications kept on file for at least 7 years. Supporting documentation may shredded at

the end of the board year.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Preside over the Scholarship Committee. Serve on committees as designated by the President or Vice President of Welfare.

4. **GENERAL DUTIES**

- a. Oversee the DSC Scholarship program and establish a Scholarship Selection Committee.
- b. Update Scholarship Flyer, Applications, Proof of Enrollment and any other forms.
- c. Publicize the availability of scholarships no later than the second Friday of November through the website and Facebook page; the *Airlifter*; the Airman and Family Readiness Center, Education Office, Housing Office, and Youth Center; via emails disseminated by command chiefs and first sergeants.
- d. Send Graduating High School Senior scholarship applications to area high school guidance counselor offices by the second Friday of November.
- e. The application process shall close the second Friday of March.
- f. Monitor the Scholarship email account and DSC post office box and promptly respond to questions and requests.
- g. Maintain program records to include the Scholarship binder, file box, and file disc. File box should include the following:
 - Current and previous year applications
 - Current and previous year scoring sheets
 - List of Scholarship Selection Committee members (judges) from all previous years
 - Current year Proof of Enrollment forms and course schedules
- h. Present a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.

5. **SCHOLARSHIP SELECTION COMMITTEE DUTIES**

- a. Scholarship Selection Committee
 - Select a panel of four judges (community leaders/educators) - there is a list of previous judges in the scholarship binder.
 - No DSC member can serve as a judge
 - Establish date, time and place for committee to meet
 - Establish scoring sheets for the judges to use
- b. Scholarships consist of two types: Graduating High School Senior and Spouse/Dependent Further Education.

- c. All applications will be evaluated by the judges based on the scoring sheet.
- d. Two judges will evaluate the Graduating High School Senior applications and two judges will evaluate the Spouse/Dependent Further education applications.
- e. Assign each application a number, written on each page as an identifier. Make copies of the original applications and black out all identifying information including names, his, her, etc.
- f. Place only the pages to be evaluated by the Selection Committee (Academic Form, Essay, Extracurricular Activities and References) into file folders with the corresponding identification numbers. The Application Form should be kept separate and not given to judges.
- g. Place original applications in appropriate binder.
- h. Available scholarship funds should be divided proportionately to each scholarship type. For example, if there are an equal number of applications for Graduating High School Senior and Spouse/Dependent Further education, funds should be divided into two parts and then awarded to individuals based on the committee's recommendation and DSC Guidelines.
- i. Send letters of congratulation and Proof of Enrollment forms to selected recipients and letters of regret to non-selected applicants. Certificates may also be mailed to recipients.
- j. Coordinate with Publicity Chair to publicize the scholarship recipients and publicize the scholarship celebration through the website, and Facebook page as well as the base newspaper (the *Airlifter*) and other outlets.
- k. Contact the high schools of recipients to inquire about presenting certificates at their spring award nights.
- l. Coordinate with the Vice President of Welfare and the Socials/Programs Chair to plan a scholarship celebration function (usually held in April/May) for recipients and their families, judges, and DSC members.

6. **POST SELECTION DUTIES**

- a. Collect Proof of Enrollment forms (POE) and fall semester course schedules from recipients by the established deadline listed on the form, using the POE tracker in the binder.
- b. Once POE is established in August/September, request checks from the Welfare Treasurer using the Financial Voucher. Attach a copy of the recipient's POE with the voucher. Note the check # and date sent on the POE tracker.
- c. Mail checks to the recipient's school with a letter stating what/who it is for.
- d. Send a letter to the recipient indicating the date their check was mailed to their school.
- e. Keep records of all scholarship checks and program expenditures and adhere to the budget provided by the Welfare Treasurer. Submit all receipts monthly to the Welfare Treasurer for reimbursement.

7. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
8. Board members should make every effort to attend and support all DSC sponsored activities to include the DSC monthly Social events and the annual Craft Show.
9. Ensure that Budget Requirements for all Scholarship Chair expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally June and January each year).
10. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
11. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
12. Comply with ARTICLE V of the DSC Bylaws.
13. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC SOCIALS/PROGRAMS CHAIR

Job Description

1. The Socials/Programs Chair is appointed and is overseen by the Vice President of Social. This is not a bonded position. The Socials/Programs Chair is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair. *The alternate for the position of Socials/Programs Chair is the Vice President of Social.*
2. **MAINTAIN DSC BOARD BINDER**

In the absence of the Social Vice-President the Social Chair is responsible for maintaining the binder and ensuring it consists of the items referenced in the Social Vice President job description.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Preside over the Socials Committee. Serve on other committees as designated by the President or Vice President of Social.

6. **GENERAL DUTIES**

- a. Prior to the August Board meeting email governing board for social idea, meet with the Advisor(s), President, Vice President of Social and other Social Committee members to prepare a general outline of Socials/Programs for the upcoming Board year. Dates and times should be decided upon considering the School District and Wing. Present Social/Programs plan at the August Board meeting.
- b. Responsible for making all arrangements for 10 monthly Socials to include:
 - Theme or Program, location, price and arrangements, such as guest speaker, presenter, etc.
 - Meal (main entrée, dessert, drink, etc.)
 - Decorations (table linens and decorations, theme color, etc.)
 - Door prizes, if applicable
 - Ensures that pictures are taken at the functions by the Publicity Chair or Secretary.
- c. The first Social of the DSC year should be a membership recruitment event and If possible, should be free to current and prospective members. The last social social of the year should be a membership appreciation event.
- d. Secure sources for each Social as far in advance as possible. Written agreement is advisable.
- e. Give details of all Socials to Publicity Chair for publishing on DSC Webpage and Facebook.
- f. Secure childcare for afternoon socials, if applicable.
- g. Send E-vite to members at least 2 weeks in advance.
- h. Arrive at least 30 minutes prior to the start of each Social to oversee the final arrangements, decorations, greet guests, etc.
- i. Arrange with Social Treasurer for Socials payments and members' payments.
- j. Submit a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, etc.

7. Board members should make every effort to attend and support all DSC sponsored activities to include the DSC monthly Social events and the annual Craft Show.
8. Ensure that Budget Requirements for all Socials/Programs Chair expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally June and January of each year).
9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
11. Comply with ARTICLE V of the DSC Bylaws.
12. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC MEMBERSHIP CHAIR

Job Description

1. The Membership Chair is appointed and is overseen by the Vice President of Social. This is not a bonded position. The Membership Chair is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair. *The alternate for the position of Membership Chair is the Vice President of Social.*
2. **MAINTAIN DSC BOARD BINDER**
The binder must consist of the following items and will be passed on to the next member holding this position:
 - Constitution
 - Bylaws
 - Membership Chair Job Description

- Membership Chair Annual Duty Calendar, if applicable
- Treasurers' Reports and Budgets
- Board Meeting Minutes
- Board Roster
- Social Calendar
- Board Structure Cheat Sheet
- Parliamentarian Procedure handout
- All other information which may be pertinent to the Membership Chair position should also be maintained within this binder.

b. Historical Binder: A binder must be maintained with previous materials listed above and kept on file for at least 7 years.

3. **MEETING ATTENDANCE**

- a. Attend monthly Board meetings, as established by the President.
- b. Attendance at the DSC Annual Craft Show is expected.
- c. Serve on committees as designated by the President or Vice President of Social.

4. **DUTIES**

- a. Develop a plan to recruit new members and encourage past members to join for the current year.
- b. Update and maintain the DSC Roster. Keep a database of all members with their address, phone number, birthday, e-mail, spouse's name, office symbol, and re-enrollment period. Special Activity information will be recorded on an optional basis if given by the member. Have each member verify their information on a roster mockup at the first two functions of the year (or determined by Executive Board). Also send email to all members requesting they verify information of members including those not in attendance at the socials.
- c. Contact the Dover AFB Arts & Crafts Center to order name tags for Governing Board Members in August.
- d. Communicate with the Social Treasurer on status of Members' payments of dues as needed.
- e. Share updated member information monthly to Socials Chair and Publicity.
- f. When it is not possible to attend a Social, find someone to attend in your place to receive payments from members.
- g. Order and manage welcome gifts for brand new members at the membership drive.
- h. Recognize member birthdays by email monthly.
- i. Ensure Vice President of Social is notified prior to each General Membership meeting of all Membership changes, such as new or departing members.
- j. Notify the Vice President of Social should a member be out of good standing (failure to pay dues, bounced event checks, failure to pay event fees for 'no-show')

status, etc).

- k. Coordinate with the Socials/Programs Chair for the first social of the year.
- l. Submit a monthly Board Report in accordance with the Secretary's established guidelines. Reports should include activities completed in the prior month, upcoming plans, details of expenditures, total # of members, any additional member dues for the previous month, etc.

5. **Sub-Club Activities**

- a. The Membership Chair shall assist the various Sub-Club Coordinators in providing each DSC member with information concerning all the Sub-Clubs that are available.
 - b. Prior to the beginning of fall activities, contact Sub Club coordinators to make sure all participating members are dues paying members of the DSC.
6. If printing is required, the current printer of choice is Staples. A digital copy can be uploaded at www.staplescopycenter.com. The username is: **doverspousesclub** and the password is **stap123!**. The OSC Staples Reward card should be used when paying for purchases. The reward number is #3416123994.
7. Board members should make every effort to attend and support all DSC sponsored activities.
8. Ensure Budget Requirements for all Membership expenses are submitted to the Budget Committee's Annual and Semi-Annual Reviews (normally June and January of each year).
9. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
10. Present a detailed End-of-Year Board Report at the May/June out-going Board meeting.
11. Comply with ARTICLE V of the DSC Bylaws.
- 12. All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

DSC VOLUNTEER COORDINATOR

Job Description

1. The Volunteer Coordinator is appointed and is overseen by the Vice President of Social. This is not a bonded position. The Volunteer Coordinator is a voting member of the DSC Board. A Co-Chair may be appointed with pre-approval of the President. A Co-Chair will not have voting rights at the Board proceedings except in the absence of the Chair. *The alternate for the position shall be selected by the President*

2. **MAINTAIN DSC BOARD BINDER**

The binder must consist of the following items and will be passed on to the next member holding this position:

- b. Constitution
- c. Bylaws
- d. Volunteer Coordinator's Job Description
- e. Board Meeting Minutes
- f. Board Roster
- g. Social Calendar Board Structure Cheat Sheet
- h. Parliamentary Procedure handout
- i. All other information which may be pertinent to the Volunteer Coordinator's position should also be maintained within this binder.

3. **MEETING ATTENDANCE**

- d. Attend monthly Board meetings, as established by the President.
- e. Attendance at the DSC Annual Craft Show is expected.

1. **DUTIES**

- a. Develop a plan to provide a monthly volunteer opportunity within the community.
- b. Coordinate with Publicity to advertise monthly activities on DSC website and Facebook page.
- c. Send out invite to DSC members interested in volunteering.
- d. Assist Craft Show Volunteer Coordinator with promoting and recruiting volunteers for the Craft Show.
- e. Coordinate with Publicity to have photos from volunteer events added to website and Facebook page.

2. Board members should make every effort to attend and support all DSC

sponsored activities.

3. Submit an updated Job Description to the Parliamentarian at the April Board meeting.
4. Comply with ARTICLE V of the DSC By-Laws.
5. **All members are hereby informed that financial liability incurred by the DSC may result in individual personal financial responsibility, as provided by law, if the DSC fails to discharge its obligations. This is true even though the DSC may have been dissolved or re-designated.**

REVIEWED AND REVISED April 2020

**DOVER SPOUSES' CLUB BYLAWS
DOVER, DELAWARE**

COMMITTEE DESCRIPTIONS AND DUTIES

**Dover Spouses' Club (DSC)
Social/Programs Committee Guidelines**

- A. The Social/Program Committee is responsible for planning all DSC Social functions. The Committee shall be chaired by the Social/Programs Chair and shall be composed of the Advisor, Vice President of Social, Membership Chair, Social Treasurer, President, Publicity Chair and any other persons selected by the Vice President of Social.
- B. The DSC should hold a monthly membership social/meeting, August through May.

**Dover Spouses' Club (DSC)
Craft Show Committee Guidelines**

- A. The Craft Show Committee is responsible for planning and executing the DSC's Annual Craft Show held in November.
- B. The Committee is composed of the Advisor, Craft Show Chair, President, Welfare Vice

President, Welfare Treasurer as well as the following coordinators:

- Co-Chair
- Food Vendor Coordinator
- Volunteer Coordinator
- Publicity Coordinator
- Parking/Security Coordinator

- C. The Craft Show committee shall meet as necessary starting in January. The Committee shall meet monthly starting in August/September.
- D. Specific job descriptions for each committee position are outlined in the job description governing documents and in the Craft Show Chair's binder.

Dover Spouses' Club (DSC)
Charitable Request Guidelines

Each year, the DSC provides charitable grants to organizations on Dover AFB and to non-profits in the local/state/national community. Funds to support the charitable and educational endeavors of the DSC are raised through the operation of the DSC Annual Craft Show. The DSC has a long history of charitable giving and we are pleased to be able to distribute these funds to deserving charities.

- A. All DSC Charitable Requests must meet the following criteria:
1. Requests must be from a non-profit organization, school or military organization. Funds cannot be given to individuals.
 2. Funds must be used for the morale, education, and/or welfare of the Dover Air Force Base, local, state or national communities.
 3. Requests will not be considered after an event or need has passed.
 4. Requests must be received by the 1st of the month to be considered for that month's funding. All requests after this deadline will not be considered until the following month.
 5. Requests must be as specific as possible and must be submitted on the DSC Charitable Request Form.

6. Welfare requests will not be considered after May 1st. Any requests submitted after May 1st will be considered when the board reconvenes in August.

B. Welfare Committee

1. The Welfare Committee is chaired by the Welfare Chair and shall be composed of the Advisors, President, and VP of Welfare, Welfare Treasurer, Parliamentarian and one representative from General Membership, if available.

2. The committee will make present welfare requests at the monthly DSC Board meeting. The Welfare Committee does not meet in June or July.

3. Emergency requests will be addressed by special vote. Please note that **poor planning is not an emergency**, only true emergencies will be reviewed at a time other than previously stated.

C. In the event of a devastating personal loss (i.e. natural disaster, fire, etc.) to a military member at Dover AFB, a DSC welfare donation may be made in their name to a non-profit or goodwill organization,

- **Good Shepherd Fund** (governed by the 1st Sergeants)
- **Friends of Family Support** (governed by a volunteer board working w/ the Family Support Center)
- **The Chaplain's Fund** (governed by the Chaplain staff)

D. Several base organizations have line items in the Welfare Budget. Having a line item in the budget does not mean that they are guaranteed that money. These organizations must still submit welfare request forms and be approved by the board.

E. Any fund requests over \$500.00, must be approved by DSC General Membership, unless there is a line item in the budget for the organization requesting the funds.

F. The DSC shall not knowingly support any organization or participate in any activity that engages in discrimination against any person based on age, race, religion, color,

national origin, disability, ethnic group, sexual orientation or gender identity;

Dover Spouses' Club (DSC)
Scholarship Committee Guidelines

1. The total amount available for scholarships shall be determined at the January Budget Review, after all Annual Craft Show expenses have been paid and funds for next fiscal year's welfare budget have been allocated.
2. The number and dollar amounts of scholarships awarded shall be determined by the Board at the January Board meeting. The scholarship committee reserves the right to adjust these figures as needed, based on the number of qualified applicants.
3. Recipients of this merit scholarship shall be selected based on scholastic achievement, good citizenship, and leadership ability.
4. Scholarships shall be offered in two categories: graduating senior and military spouse/dependent further education.
5. Applicants for a Graduating Senior Scholarship must meet the following requirements:
 - a) Be a high school senior or have received early admission to college in lieu of attending their senior year.
 - b) Be the dependent child or stepchild of an active duty, reserve, retired, or deceased military member or U.S. Government employee, who graduates from a local high school; or, whose sponsor is stationed at Dover AFB.
6. Applicants for a Spouse and Dependent Child Further Education Scholarship must meet the following requirements:
 - a) Be a spouse, dependent child or stepchild of an active duty, reserve, retired, deceased military member or U.S. Government employee, who is still residing in the Dover AFB area; The dependent child or stepchild must be under the age of 23 by the application deadline due date.
 - b) Be currently enrolled in a post-high school education program.

c) Not a recipient of a DSC scholarship awarded the previous year.

7. No scholarship shall be awarded to any student receiving an appointment to a military academy or a full-scholarship to any other institution.
8. Scholarships awarded by the DSC are to be used for official costs such as, tuition and books. The awards will be paid directly to the educational institution.
9. An independent panel of judges who are not members of the DSC will be invited to review and score all applications.

Dover Spouses' Club (DSC)
Budget Committee Guidelines

- A. The Budget Committee shall meet as needed, but at least semi-annually.
- B. The Budget Committee is chaired by the Social Treasurer and shall be composed of the Executive Board.
- C. The Budget Committee shall meet in April to prepare a proposed budget for the next fiscal year to be approved by the Board at the May Board meeting and presented to General Membership at the May General Membership meeting/social for adoption.
- D. The second Budget Committee meeting shall be called by the Social Treasurer during the month of January to review income and expenditures during the first half of the Board year. The treasurers should monitor all accounts and advise of deficits and surpluses. The Vice-Presidents should ask each of their Committee Chairs for projections of spending needs during the remainder of the budget year. This revised budget shall be presented at the next Board meeting for approval and then presented to General Membership for adoption.
- E. All committee chairpersons shall submit proposals and recommendations for consideration by the newly appointed Budget Committee to aid in preparation of the budget.

Dover Spouses' Club (DSC)
Nomination and Election Committee Guidelines

- A. This committee is chaired by the Parliamentarian and shall include the Advisors.
- B. The Nomination and Election Committee is responsible for the production, distribution, collection and tabulation of ballots cast in the General Election and any other duties as outlined below or in Article IV of these Bylaws.
- C. The committee chair is responsible for providing a copy of the absentee ballot for the annual election of officers. This will be provided in time for publication and distribution prior to the April General Membership meeting when the election will be held. Absentee ballots must be received by the Election Committee no later than the day prior to the General Election. The committee chair is to hold the ballots, check them against the voting roster of the DSC and discard any absentee ballots of voting members who vote during the General Election. Absentee ballots are to be opened and counted with those ballots cast at the General Election. In the event of a tie for office, the ballot of the President, which is also held by the chair, shall be opened and the President's sealed vote, for the office in question, is to be counted.
- D. The committee chair is to obtain a complete and accurate roster of the current eligible voting membership of the DSC from the Membership Chair prior to the day of the General Election.
- E. The results of the balloting are to be given to the President for announcement at the General Membership meeting. All ballots and tabulation sheets are to be destroyed by the Nomination and Election Committee after one (1) week.