

## **President**

1. Preside at all General Membership, Executive Board, and Governing Board meetings and be an official member of all committees except the Nominating Committee.
2. Appoint a Parliamentarian and a Chairperson for each standing and special Committees and appoint a member to fill all elective office vacancies.
3. Remove any member of the Board for just cause, with the approval of the Executive Board and the Honorary President.
4. Co-sign all checks over \$200 with Treasurer and sign all checks in the absence of the Treasurer and/or First Vice-President.
5. Nominate a "Volunteer of the Month" to the Army Volunteer Corps Coordinator.
6. Must be bonded.
7. Represent or appoint a designee to represent the OSC at community councils such as the Community Action Committee, Community Leaders Information Forum, Volunteer Resource Council, and Thrift Shop.
8. Vote at OSC Executive and Governing Board Meetings in the event of a tie.
9. Ensure that validation and tax documents are prepared and maintained.
10. With the Honorary Advisor, select a Committee to review the OSC's financial records when a new Treasurer assumes duty.
11. Sign for all keys issues to the OSC for Building T-604.
12. Responsible for advance notice to the Honorary President of scheduled events.
13. Responsible for Welcomes/Farewells for the Commanding General's spouse, the Deputy Commanding General's spouse, and the Deputy Commanding General's spouse.
14. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

## **First Vice -President**

1. Attend all Governing Board, Executive Board, and General Membership meetings and all OSC functions.
2. Assist the President in all OSC functions, assume the President's duties in his/her absence and succeed as the President if a vacancy occurs.
3. Assume all duties deemed necessary by the President.
4. Coordinate special programs and events approved by the Governing Board (i.e., Sign-up event, Tour of Homes, Mountainfest).
5. Coordinate the OSC part of the International Food Fair.
6. Select a token of appreciation for the President.
7. Assist the Treasurer and perform the Treasurer's duties in her/his absence.
8. Authorized to co-sign all checks over \$200.
9. Must be bonded.
10. Select an OSC Volunteer of the month and recognize that Member at the General Membership Meeting.

11. Maintain as Custodian the OSC's Silver and China.
12. Supervise maintenance of the OSC copy machine and order office supplies for office equipment.
13. Maintain a building key and attend all Fundraising events to facilitate building and property access.
14. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

### **Second Vice-President**

1. Attend all Governing Board, Executive Board, and General Membership meetings and all OSC functions.
2. Select menu and programs for OSC Luncheons and coordinate with Hospitality Chair on theme and decoration.
3. Introduce program guests.
4. Assume all duties deemed necessary by the President.
5. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

### **Recording Secretary**

1. Attend all Governing Board, Executive Board, and General Membership Meetings and all OSC functions.
2. Act as the recording officer at all Executive Board, Governing Board, Budget Committee, and Constitutional Review Committee meetings and at General Membership Meetings whenever business is conducted.
3. Act as the custodian of the Club's records, except the Treasurer's books, and maintain the records for five years.
4. Ensure that all recorded minutes/records of the Governing Board are e-mailed to each Board Member.
5. Forward approved minutes and financial statements to the Director of Community Activities for approval and then place them on file, monthly.
6. Assume the duties of the Corresponding Secretary in her absence.
7. Post all minutes of the Governing Board and General Membership business meetings on the OSC website.
8. Assume any duties deemed necessary by the President.
9. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

### **Corresponding Secretary**

1. Sign, prepare, pick-up and dispatch all correspondence in connection with OSC activities (i.e., special invitations, thank-you notes, and sympathy cards).
2. Responsible for all e-mail correspondence (i.e., messages to the general membership), other than e-vites.
3. Notify all members of the Executive Board of regular and special meetings and make all the necessary arrangements.
4. Maintain all OSC correspondence files and turn these over to her/his successor.
5. Ensure that each Governing Board Member and all OSC members who volunteer during a large fundraising activity are registered with the Army Volunteer Corps Coordinator.
6. Verify all Board Member volunteer hours on the Army Volunteer Corps Coordinator web-site.
7. Assume the duties of Recording Secretary in his/her absence.
8. Assume any duties deemed necessary by the President.
9. Maintain a Board Member roster.
10. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

### **Treasurer**

1. Attend all Governing Board, Executive Board, and General Membership Meetings and all OSC functions.
2. Receive all dues and monies, maintain a General Operating and a Welfare Account and disburse any checks for the OSC under the approval of the Governing Board.
3. Prepare and present a monthly financial report to the Governing Board with a copy to accompany the minutes for approval by the Director of Community Activities.
4. Call a meeting of all Board members and one member at large to prepare the annual budget. The Budget must be approved at the August Governing Board Meeting and at the first General Membership Meeting thereafter.
5. Call a budget revision meeting in January if the need arises or if requested by the President.
6. Keep an itemized account of all receipts, vouchers, and disbursements for seven years. The records of all counts are open to inspection by the Members of the OSC.
7. Use general provisions in AR 210-17 and AR 230-65 to maintain the accounting records.
8. Sign all checks in excess of \$200 with the President or First Vice-President.
9. Prepare for a complete audit, as stated in OSC Constitution Article 1, Section 1, k, if there is a change in the office during the OSC fiscal year.
10. File any Federal Tax Forms, State Tax Forms, and Sales Tax Forms.
11. Review and adjust all insurance and bonding policies required for the OSC.
12. Must be bonded.
13. Assume any duties deemed necessary by the President.
14. Ensure all monies are counted and deposited within seven days of receipt.

15. Arrive and be present, at least one hour prior, at all fundraising events to facilitate financial set-up and depots. If not available, make arrangements prior to the event and with the President's knowledge.
16. Collect all money at the end of all OSC functions. If not available, make arrangements prior to the event and with the President's knowledge for money to be handed over to a "bonded" board member.
17. Responsible for notification and collection of all outstanding checks and fees incurred from all returned checks. Must notify President with all information and incidents pertaining to such matters.
18. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

### **Parliamentarian**

1. Attend all Governing Board, Executive Board, and General Membership Meetings and all OSC functions.
2. Ensure all OSC meetings are conducted according to proper procedures as outlined in the Constitution and By-Laws, post and Army regulations related to private organizations, and *Robert's Rules of Order, Revised*.
3. Advise and assist the President and other Members of the Governing Board as requested.
4. Chair the bi-annual Constitution Review and Revision Committee to consist of the Executive Board, the Honorary Advisor, and Honorary President if she chooses.
5. Coordinate all voting procedures for the Membership.
6. Collect applications from OSC Members interested in appointed positions to be passed to the President-elect.
7. Review Board notebooks at the April Governing Board meeting.
8. Obtain permission, bi-annually, to operate on Ft. Drum through the DCA.
9. Coordinate and execute the May luncheon with the scholarship chairperson.
10. Assume any duties deemed necessary by the President.
11. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

