

Whiteman Spouses' Club Open Board Positions, 2021-22

President

- Presides at all Board of Governors and Executive Board meetings, and all regular and special meetings of the WSC.
- Appoints all Chairpersons consistent with the needs of the WSC, with Executive Board approval.
- Authorized signer or co-signer on all checks.
- Casts vote in case of a tie.
- Is bonded.
- Countersigns and attests to all minutes of the WSC.
- Reviews and approves information that the WSC proposes to disseminate to the public outside the military community.
- Oversees the direct operations of the Ways and Means Chairpersons.
- Ensures the WSC does not engage in activities that compete with any Services, NAFI or AAFES services, except as provided by AFI 34-223, Private Organizations Program.
- Ensures club taxes and financial reviews are filed by the Operational and Charitable Treasurers.
- Presents all matters in an unbiased manner and conduct proceedings in accordance with accepted parliamentary procedures.
- Serves as an ex-officio member of all committees, except the Nominating Committee.
- Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
- Coordinates a Board of Governors appreciation function.
- Informs the Honorary Advisors of matters concerning all WSC activities.

First Vice President

- Assumes the Presidency if the President is unable to complete the full term of office.
- Performs the duty of the President in his/her absence
- Is bonded.
- Oversees the operations of the following Chairpersons: Membership, Social, Publicity, Member at Large and Retiree Liaison.
- Will present prepared report, in the event of an absence of an above Chairperson.
- Assumes the duties of Recording Secretary in his/her absence.
- Assists the President and maintains a working knowledge of WSC activities.
- Authorized signer or co-signer on account checks.
- Ensures representation of the WSC at any meeting deemed necessary or of spousal interests in the Whiteman community area.
- Maintains WSC properties, to include, current inventory of all decorations, documenting condition, year of purchase and disposition of property.
 - Checks out said items to Membership for use.
 - Keep current with contracts of checked-out items.
 - Submits any budgetary requirements to Operational Treasurer for annual budget review.
 - Conducts an inventory of all WSC property with the incoming First Vice

Second Vice President

- Assumes the First Vice-President position if the First Vice President is unable to complete the full term of office.
- Is bonded.
- Performs the duties of the First Vice President in his/her absence.
- Oversees the operations of the following Chairpersons: Thrift Shop and Scholarship.
- Attends all committee meetings chaired by Chairpersons that report to Second Vice President.
- Receives and reviews all charitable fund requests, and presents any recommendations for payments to Board of Governors or general members.
- Authorized signer/co-signer on Charitable Account checks.
- Serves as Volunteer Coordinator, and performs the following duties:
- Tracks and maintains volunteer hours within the members of the WSC.
- Reports monthly totals to Board of Governors
- Organizes all WSC group volunteer service projects.
- Works with A&FRC for volunteer recognition.

Secretary

- Serves as custodian of the WSC permanent records and maintains the records and documents and special reports for two (2) years, proceeding the current fiscal year.
- Receives and files all written reports from Chairpersons and Committees, and provides copies to Board of Governors, either in hard form or electronically.
- Records the minutes of all Board of Governors and Executive Board meetings, and all regular and special meetings of the WSC. Highlights all motions that have been adopted and submits minutes to President for signature.
- Provides a copy of the Board of Governors, Executive Board and General Membership approved meeting minutes to the Executive Board.
- Submits end of year reports to all appropriate base and federal agencies as requested or required.
- Handles all correspondence concerning the WSC including, but not limited to: letters, invitations, and thank-you cards.
- Responsible for sending cards in times of bereavement.
- In the event of a death of a WSC member or an immediate family member, arranges for a donation to a memorial fund of the family's choosing.
- Maintains a complete file of all correspondence.
- Reads all appropriate correspondence at the general Membership meetings and provides information to the Publicity Chair for dissemination to the general Membership.
- Maintains WSC Post Office Box. Collects, or ensures collection, and distributes all correspondence to appropriate parties. Ensure President and Secretary are authorized to collect WSC mail.
- Responsible for WSC office supplies and equipment or designates an appointed WSC Board Member.

Parliamentarian

- Custodian and official interpreter of the Constitution and By-Laws; also ensures that revisions are made in accordance with parliamentary procedures and all regulations governing the operation of the WSC.
- Advises the Executive Board, Board of Governors and General Membership on points of order and proper procedure in accordance with the Constitution and By-Laws of the WSC and Robert's Rules of Order.
- Installs newly elected officers of the Executive Board.
- Acts as a liaison between the WSC and the Legal Office, Base Protocol, and 509th BW FSS Private Organization Representative.
- Provides a copy of the Board of Governors, Executive Board and General Membership approved minutes to the 509th FSS Private Organization Representative, along with a copy of the monthly Operational and Charitable Treasurers' reports.
- As needed, conducts a workshop for all incoming Board of Governors covering information on continuity of report binder, parliamentary procedures and job descriptions.
- Acts as Chairperson of the Nominating Committee.
- Acts as Chairperson of the Constitution and By-Laws Committee.
- Serves as Protocol Officer for all WSC functions.
- Oversees the election process.
- Oversees Charitable and Operational Budget Proposals and presents to Membership for approval.
- Responsible for providing copies of the Constitution and By-Laws to new officers and members, upon request.
- Determines a quorum and oversees all voting.
- Conducts telephone or e-mail votes as directed by the President or Executive Board.
- In the absence of the Parliamentarian, an Honorary Advisor may assume Parliamentarian role.

Publicity

- Handles all publicity for the WSC.
- Provides publicity for monthly socials and special events.
- Responsible for all aspects of the WSC website and the WSC Facebook Page and Instagram account.
- Coordinates with President and Socials Chairperson to provide accurate information in regards to all WSC activities and functions.
- Creates newsletters quarterly.
- Takes pictures of all WSC events for publication in newsletter or social media.