

## **ELECTED: PRESIDENT**

Posted February 12, 2018

**DUTIES:** **A.** Be present at all general membership and MPSC Board meetings. The President may vote only to break a tie. **B.** Ensure that the Constitution and Bylaws are upheld. **C.** Call all membership and Board meetings. **D.** Appoint the Parliamentarian, Committee Chairmen and any additional Chairmen as deemed necessary by MPSC activities with the approval of the Executive Board. In conjunction with the 1st Vice President, appoint the Fall Fundraiser, Spring Fundraiser, and Thrift Shop Chairmen. **E.** Serve as an ex-officio member of all committees, except the Nominating Committee. **F.** Write checks and make deposits at the request of the Treasurer and be bonded through the current MPSC insurance policy. **G.** Attend or appoint a representative to attend Fort Carson general information meetings and installation information fairs to represent the MPSC. **H.** Coordinate with Fort Carson Directorate of Family Morale, Welfare and Recreation (DFMWR) on matters of Private Organization status, for the Garrison Commander's approval, every two (2) years. **I.** Review bond, property and liability insurance policy annually. **J.** Be a signing authority on MPSC accounts. **K.** In the event an Executive Board position becomes vacant, President excluded, the President may appoint a member of the MPSC to the positions with approval of the MPSC Board. **L.** Perform internal audit along with the Treasurer and Parliamentarian, and overseen by Advisors. **M.** Collect and distribute MPSC mail in a timely manner. Maintain signature card for the Post Office Box. **O.** Provide a proposed budget to the Treasurer no later than September 1. **P.** At the end of the MPSC year, submit a written AAR to the new President as well as to the Advisors and Honorary Presidents.

## **ELECTED: 1st VICE PRESIDENT**

Posted February 12, 2018

**DUTIES:** **A.** Assist the President as requested. **B.** Assume the duties of the President during any temporary absence. In the event the MPSC President cannot complete the term of office, the 1ST Vice President shall assume the duties of the President and appoint a successor to the 1ST Vice President with the approval of the MPSC board. **C.** Be bonded through the current MPSC insurance policy. **D.** Oversee all Philanthropic Fundraising event committees in coordination with committee chairs. **E.** Obtain written permission from the Private Organization liaison at Morale Welfare and Recreation (DFMWR) for all fundraising events or activities. **F.** Present philanthropic programs with the estimated costs to the MPSC Board for approval. **G.** Act as liaison with DFMWR to provide support for MPSC fundraising events that will not violate AR 215-1, paragraph 4-19. **H.** Clear dates with the Fort Carson calendar through the office of DFMWR and the MPSC President. **I.** In conjunction with Philanthropic Fundraising Event Chairmen, collect and turn over all income and receipts to the Treasurer within five (5) days of the fundraising

event. **J.** Provide thank you notes to all donors for both monetary and item donations. **K.** Ensure the AAR is submitted via Google Drive by each event Chairman within 30 days of the fundraising event. **L.** Purchase and present the gift for the MPSC President in coordination with the MPSC Advisors. **M.** Provide a proposed budget to the Treasurer, in coordination with the Fundraising Chairmen, no later than September 1. This budget will include the 1ST Vice President's budget and fundraising event budgets. **N.** Provide a written AAR before the end of the MPSC term.

## **ELECTED: 2nd VICE PRESIDENT**

Posted February 12, 2018

**DUTIES:** **A.** Be bonded through the current MPSC insurance policy. **B.** Serve as coordinator of the monthly general membership meetings. In this capacity, she /he shall: **1.** Present annual programs (Operational) with estimated costs to the MPSC Board for approval by the July board meeting. **2.** Coordinate with other Chairmen for monthly general membership meetings and Operational Fundraisers. **3.** Assist Membership Chairman with membership drives. **4.** Three (3) months prior to each general membership meeting, introduce to the board the program and provide Marketing Chairman, Publicity Chairman, and Member Relations Chairman with information for flyers and news releases. **5.** If the monthly general membership meeting includes a guest speaker, make the necessary reservations and purchase gifts to be presented to the guest speakers and/or program presenters. **6.** Collect and turn over all monies to the Treasurer at the end of each program. **C.** Obtain written permission from the Private Organization Liaison at DFMWR for all Operational Fundraising events or activities. **D.** Act as liaison with DFMWR to provide support for MPSC Operational Fundraising Events in accordance with AR 215-1, paragraph 4-19. **E.** Provide a written AAR before the end of the MPSC term.

## **ELECTED: SECRETARY**

Posted February 12, 2018

**DUTIES:** **A.** Keep a record of all MPSC Executive and General Board meetings. **B.** After consultation with the President, furnish copies of minutes and financial reports to all board members within seven (7) working days of the preceding General or Executive board meetings. **C.** Maintain a permanent record of all minutes with monthly financial reports for all MPSC Board meetings. Previous years; records will be stored for seven (7) years at a permanent location. **D.** Note any electronic votes (e-vote) as an addendum to the minutes. **E.** Notify members of the MPSC Board as to the time and place of meetings and call for the board reports. **F.** Write all correspondence as needed for the MPSC. (Thank you notes may be written by committee chairmen.) **G.** Maintain current copies of:

1. Approval by the Garrison Commander to operate on the Installation. 2. Insurance policies 3. Applicable Army Regulations 4. Constitution 5. Bylaws 6. Record of approval of the Constitution and Bylaws and a copy of any approved amendments 7. Inventory of physical and financial assets 8. Proof of 501(c)(3) H. Serve as liaison with Fort Carson DFMWR for all aspects of the Constitution and Bylaws compliance. I. Provide a written AAR before the end of the MPSC term.

## **ELECTED: TREASURER**

Posted February 12, 2018

**DUTIES:** **A.** Be bonded through the current MPSC insurance policy. **B.** Be knowledgeable with the electronic accounting program QuickBooks or be willing to take training. Training will be provided if necessary. **C.** Keep an itemized account of all receipts, disbursements, supporting vouchers and records for all supporting vouchers and records for the Operating and Philanthropic funds using sound business practices and generally accepted accounting principles. **D.** Collect all funds received by any method and deposit in appropriate accounts within five (5) working days of receipt. **E.** Disburse MPSC's Operating and Philanthropic funds as directed by the MPSC Board with the full authority to execute checks. **F.** Provide a written monthly financial report for the Operating and Philanthropic accounts to the MPSC Board with two (2) copies given to the Secretary. **G.** Ensure a copy of the monthly financial reports is accessible at the General Membership at events. **H.** Chair the Budget Committee. Organize and coordinate the Budget Committee meetings in order to prepare annual operating budget to be approved by the MPSC Board and presented to the general membership for approval no later than the September general membership meeting. **I.** Organize and coordinate a January Budget Committee in order to revise adopted Operation and Philanthropic budgets. These revised budgets will be presented and approved by the MPSC board in February. **J.** Prepare a letter to the bank when changing signers to the bank accounts, maintaining a copy for our records. **K.** Assign debit cards to members with approval of Executive Board as well as return of debit cards from members when they leave or the end of the board year, whichever comes first. **L.** Perform an internal audit annually or at a change in treasurer along with the President, Parliamentarian, and overseen by the Advisor(s). **M.** Prepare the books and annual financial reports for the Operating and Philanthropic accounts for the external audit every two (2) years in accordance with the MPSC Constitution Article V, Section 9. **N.** Present the external audit findings to the Executive Board. **O.** Coordinate with the Operational and Philanthropic fundraising chairmen to produce and maintain a budget of fundraising events. **P.** Coordinate with DFMWR to maintain all tax-exempt status paperwork and file updates with the State of Colorado and the Federal government as needed. **Q.** Provide a written AAR before the end of the MPSC term.

## **APPOINTED: THRIFT SHOP CHAIRMAN**

Posted February 12, 2018

**DUTIES:** **A.** Act as liaison between the Thrift Shop and the MPSC. Volunteers approximately 4 hours per week at the thrift shop in order to know what is being done, what needs to be done and to provide information to the Thrift Shop Employees/Volunteers and the Mountain Post Spouses Club Thrift Shop Advisory Board (TSAB). **B.** Have a working knowledge of the Thrift Shop Standard Operating Procedure, employee contracts, budgets, financial reports and pricing guidelines. Reviews Thrift Shop SOP annually and as needed, present proposed changes to TSAB. **C.** Be bonded through the MPSC insurance policy. **D.** Oversee the Thrift shop employees. Evaluate and maintain Thrift Shop employee agreements and semi-annual reviews. Review salaries and yearly bonuses, if applicable. Present proposed salary changes and bonuses to TSAB for approval. **E.** Know how to run the cash register, open and close the shop to include opening the cash register and preparing and making the daily bank deposit. **F.** Conduct all interviews, hiring and dismissal of paid employees in coordination with the TSAB. Job descriptions shall be reviewed and revised annually in coordination with the TSAB. **G.** Discuss publicity needs with Thrift Shop Manager. Coordinates with 1st Vice President, Marketing chair and Publicity chair for advertising material and publicity needs. **H.** Ensure proper maintenance of the MPTS Facebook page in coordination with Thrift Shop Manager. **I.** Work in collaboration with the MPSC Volunteer Coordinator to ensure volunteers are registered in VMIS. Recognize volunteers in appropriate forums. Arrange volunteer appreciation functions using approved budgeted funds. **J.** Review monthly financial report with the MPSC Treasurer to ensure it is complete and correct. Present statement at monthly MPSC Board meeting. **K.** Coordinate with the Thrift Shop Manager, MPSC Treasurer and 1st Vice President to draft a working budget to be approved by the TSAB. Present approved budget at the scheduled MPSC Budget Meetings. **L.** Form Thrift Shop Committees as needed in collaboration with 1st Vice President. For example: beautification, spring cleaning, etc. Conduct TS Committee meetings, attended by 1st Vice President and Thrift Shop Manager. Record minutes of meeting and submit with monthly board reports. **M.** Provide a written AAR before the end of the MPSC term.