

**BELVOIR OFFICERS' SPOUSES' CLUB
NOMINATION FORM**

Name _____

Phone _____ Email _____

Address _____

Service _____ Active Duty _____ Retired _____ Civilian _____

You must have at least one year left at Fort Belvoir to run for an elected office or to accept an appointed position.

Previous Board Positions/Experience:

Volunteer Experience: _____

Job Experience:

Current BOSC Experience _____

Please annotate your first, second and third choice.

Elected Offices (See descriptions on reverse side):

President _____
1st Vice President (Welfare) _____
2nd Vice President (Social) _____

Recording Secretary _____
Corresponding Secretary _____
Treasurer _____

I certify the information provided is accurate and that I am a BOSC member in good standing. I have read the job descriptions for the positions I am interested in and understand what will be expected of me if I am elected or appointed to an OSC position.

Signature of Applicant _____ Date _____

Nomination forms must be submitted to the Parliamentarian no later than February 28, 2018 for consideration by the Nominating Committee. For more information, please contact Jan McKeever at boscparliamentarian@gmail.com.

The current member is listed along with their contact information if you have questions.

President: The President presides at Board meetings and Membership Luncheons. The President signs checks for the disbursements of funds; and votes as a tiebreaker. The President fills vacancies in elected offices with the consent of the majority of the Executive Board.

Kari Sturim, BOSCPresident@gmail.com

First Vice President: The First VP supervises the club's scholarship and welfare activities. The First VP steps in if the President or Treasurer are unavailable.

Terri Malone, BOSC1stvicepresident@gmail.com

Second Vice President: The Second Vice President coordinates our fabulous Super Sign Up and our wonderful luncheon programs and unique and delicious luncheon menus. The Second VP fills in for the President, First VP or Treasurer if they are otherwise engaged.

Annemarie O'Donnell, bosc2vp@gmail.com

Recording Secretary: Were you a good note taker in school? Can you pay attention when everyone is talking at once? Just kidding! The Recording Secretary collects Board members' monthly reports and takes and prepares the minutes of the Board of Directors and general membership meetings.

Mandy Downey boscRecordingSecretary@gmail.com

Corresponding Secretary: Do you enjoy sending out invitations, notices, thank you notes, get well cards, and condolences? The Corresponding Secretary sends out email reminders of our Board meetings and checks the BOSC mailbox at the Fort Belvoir Post Office. Mandy Downey,

boscRecordingSecretary@gmail.com

Treasurer: If you are good with numbers, understand how to budget, and can keep financial records in order, this is the job for you.

Louise Oliver, BOSCTreasurer2@gmail.com

1. President:
 - a. Presides at all meetings of the membership, the Board of Directors and the Executive Board.
 - b. Sets the agenda for all meetings.
 - c. Attends all Board of Directors and Executive Board meetings.
 - d. Attends monthly luncheon meetings and major fundraising events.
 - e. Appoints the chairman of each standing or special committee with approval by the Executive Board.
 - f. Acts as an ex-officio member of each committee except the Nominating Committee.
 - g. In the absence of the Treasurer, signs checks for the disbursements of funds.
 - h. Countersigns checks for disbursement along with the Treasurer only when they are valued at \$250 or more.
 - i. Votes only as a tie breaker.
 - j. Signs all contracts on behalf of the organization
 - k. Fills vacancies in elected offices with the consent of the majority of the Board of Directors.
 - l. Appoints a Parliamentarian who will resolve any problems of procedure in accordance with Robert's Rules of Order Newly Revised .
 - m. Keeps BOSC position files up to date through term of office.
 - n. Submits an after action report at the end of term of office.
2. First Vice President:
 - a. In the absence of the President, performs the duties of that office.
 - b. Attends all Board of Directors and Executive Board meetings.
 - c. Attends all BOSC monthly luncheon meetings and major fundraising events.
 - d. Monitors and attends all Scholarship and Welfare activities by the BOSC to ensure compliance with necessary regulations, procedures and Bylaws; and to ensure successful operation of the Welfare Program as a whole.
 - e. Supervises Welfare Fund fundraising projects and all BOSC welfare committees.
 - f. Is a member of the General Fund, the Welfare Budget, and the Constitution, Bylaws and Policies Revision Committees.
 - g. Assumes roles of vacant committee chairs of those who report to the First Vice President, to include but not limited to the following committees: fundraising, scholarship, philanthropy and welfare.
 - h. In the absence of the Treasurer, assumes the duties of that office; signs a signature card so deposits and withdrawals can be made in the absence of the Treasurer.
 - i. Performs duties as requested by the President.
 - j. Keeps BOSC position files up to date through term of office.
 - k. Submits an after action report upon departure or completion of term in office.
3. Second Vice President:
 - a. In the absence of the President and First Vice President, performs the duties of those offices.
 - b. Attends all Board of Directors and Executive Board meetings
 - c. Attends all BOSC monthly luncheon meetings and major fundraising events.
 - d. Supervises and coordinates all social and Board functions including all aspects of the monthly luncheons.
 - e. Supervises General Fund fundraising projects and all BOSC social committees
 - f. Is a member of the General Fund, Welfare Budget Committees and the Constitution, Bylaws and Policies Revisions Committee.
 - g. Assumes roles of vacant committee chairs of those who report to the Second Vice President. To include but not limited to the following committees: Membership, reservations, ways and means, and special activities.
 - h. Coordinates the regular meetings, luncheons and special events contracts with the Fort Belvoir Officers' Club.
 - i. Signs a signature card so deposits and withdrawals can be made in the absence of the Treasurer.
 - j. Performs other duties as requested by the President.
 - k. Keeps BOSC position files up to date through term of office.
 - l. Submits an after action report upon departure or completion of term in office.
4. Recording Secretary:
 - a. Attends all Board of Directors and Executive Board meetings
 - b. Attends all BOSC monthly luncheon meetings and major fundraising events.
 - c. Maintains the official Constitution, Bylaws, records of contracts and validation documents of the BOSC and turns these over to the succeeding Recording Secretary upon departure or expiration of term in office.
 - d. Maintains Board of Directors' roster.
 - a. Maintains official inventory list of BOSC property.
 - e. Notifies the Executive Board and the Parliamentarian of any and all special meetings of the Executive Board that the President may call.
 - f. Provides tent cards with Board of Director's names at all Board of Directors' meetings.

- g. Collects Board members' monthly reports and maintains a file of those reports.
 - h. Prepares and keeps the minutes of all meetings of the membership, the Board of Directors, and the Executive Board, and records all telephone/e-mail votes in the minutes.
 - i. Posts an approved copy of the minutes in a designated location where they may be read by the general membership.
 - j. Submits a copy of the minutes and treasurer's report to DFMWR.
 - k. Keeps BOSC position files up to date through term of office.
 - l. Submits an after action report and a summary report of the BOSC activities upon departure or expiration of term in office
5. Corresponding Secretary:
- a. Conducts the official correspondence of the BOSC to include sending invitations, notices, thank you notes, congratulatory notes, get well cards, and condolences as appropriate.
 - b. Insures the regular collection of mail from BOSC Post Office box and disburses mail to appropriate board members.
 - c. Keeps PO Box registration up to date.
 - d. Maintains correspondence files and turns them over to the succeeding Corresponding Secretary upon departure or expiration of term in office.
 - e. Acts as secretary pro-tem if recording secretary is absent.
 - f. Attends all Board of Directors and Executive Board meetings
 - g. Attends all BOSC monthly luncheon meetings and major fundraising events.
 - h. Keeps BOSC position files up to date through term of office.
 - i. Submits an after action report upon departure or expiration of term in office.
6. Treasurer:
- a. Maintains the general and welfare accounts of the BOSC.
 - b. Attends all Board of Directors and Executive Board meetings.
 - c. Attends all BOSC monthly luncheon meetings and major fundraising events.
 - d. Maintains BOSC laptop and software.
 - e. Renews all relevant insurance policies.
 - f. Keeps an itemized statement of all receipts and disbursements.
 - g. Disburses funds as directed by the Board of Directors and by the Constitution and Bylaws.
 - h. Countersigns checks in excess of \$250 along with the president, first vice president and second vice president.
 - i. Presents a monthly financial statement to the Board of Directors.
 - j. Chairs the Budget Committee and prepares an estimated budget to be presented to the Board of Directors for approval.
 - k. Reviews the budget at mid-year and recommends amendments to the Board of Directors.
 - l. Oversees preparation and submission of tax returns for the BOSC which are due by the 15th day of the 5th month following the end of the fiscal year. (October 15th if fiscal year ends May 31.)
 - m. Presents the books for audit/review at the end of the fiscal year as well as upon departure or completion of term in office.
 - n. In compliance with DOD audit requirements, the Treasurer provides a copy of each monthly financial statement as well as the annual audit report to the recording secretary for submission to DFMWR.
 - o. The President, First Vice President and Second Vice President have the power to perform these duties in the event of the Treasurer's absence.
 - p. Keeps BOSC position files up to date through term of office.
 - q. Submits an after action report upon departure or completion of term in office. The treasurer's responsibilities end with completion of a successful audit.