

HSO  
Board & Chair Position  
Descriptions and Responsibilities

# All Positions

- Always represent the Holloman Spouses Organization with respect for the mission, the board, and our members.
- Attend Board of Governors meetings, socials, and community outreach events.
  - All appointed positions are required to attend or give 24-hour advanced notice (if possible) of their absence for Board of Governors meetings, regular and special meetings, General Membership meetings, and HSO special events and functions. Excessive absences may be cause for termination from office.
- Perform all duties assigned to your position.
- Work within the approved budget.
- Maintain a continuity book (electronic and/or hard copy) for your position.
- Volunteer a minimum of 4 hours per quarter at the Thrift Store.
- Track all hours associated with your position and quarterly Thrift Store hours.

# President

- Presides at all Board of Governors and Executive Board meetings, and all regular and special meetings of the HSO.
- Appoints all Chairpersons, Parliamentarian, and any vacancies of the Executive Board consistent with the needs of the HSO, with Executive Board approval.
- Authorized signer or co-signer on all checks.
- Casts vote in case of a tie.
- Completes the Private Organization annual certification checklist provided by the FSS POC and ensures the HSO 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 taxes and organization financial reviews are filed by the Treasurer.
- Countersigns and attests to all minutes of the HSO.
- Serves as Ex-Officio member of all committees.
- Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
- Acts as liaison for all Honorary Advisors.
- In the case of an emergency, may authorize a one-time emergency expenditure of no more than \$200 with the approval and notification of the Treasurer and notification of an Advisor.
- Calls special meetings of the General Membership, the Executive Board and the Board of Governors, if necessary.
- Approves contracts not requiring a vote of the General Membership.
- Represents the HSO at the following: Holloman Newcomers, Heart Link, Private Organization Meeting, Key Spouse continuing education, or any meeting deemed necessary or of spousal interests.
- Distributes and collects all keys related to the Post Office box, Thrift Shop/Airman's Attic, and Properties closet at the beginning and ending of the board year.

# 1st Vice President Operational

- Assumes the Presidency if the president is unable to complete the full term of office.
- Assists the President, assumes her/his duties in her/his absence.
- Oversees the operations of the following Chairs/Committees: Treasurer, Membership, Publicity, Socials, Ways & Means, Historian and Mini Activities.
- Will present a prepared report, in the event of an absence of an above Chairperson(s).
- Attends all meetings of committees that report to the First Vice President.
- Authorized Co-signer on all treasury checks
- Serves as Custodian of the Club properties and maintains current inventory.
- Maintains a record of all properties owned by HSO, documenting condition and year of purchase.
- Establishes and follows a secure checkout and check-in procedure for all items. Must accompany members to the properties closet (or arrange for a substitution), to document the condition of items, as they are checked out and checked back in. A deposit of thirty dollars (\$30) in check form shall be collected and held until items are returned in the same condition.
- Ensures that all current members and chairs are aware these supplies are available for checkout.
- Reports, in the Treasurer's absence, motions to the President for inclusion on the agenda.
- Assumes the duties of Secretary in her/his absence.
- Is a member of the Budget Committee and Nominating Committee.
- Oversees the location/space for all Board meetings.

# 2nd Vice President charitable

- Assumes the office of First Vice President upon vacancy, with the consent of an Advisor.
- Oversees the operations of the following Chairs/Committees: Welfare, Thrift Shop/Airman's Attic/Cinderella's Closet Advisory Committee, Scholarship, and Auction.
- Will present a prepared report, in the event of an absence of an above Chairperson(s).
- Attends all meetings of committees that report to the Second Vice President.
- Authorized Co-signer on all treasury checks.
- Works with the Secretary to track and maintain all volunteer hours within the members of the HSO.
- Submits a report of hours to A&FRC (using DD Form 2793) and to the Board of Governors.
- Organizes a yearly volunteer appreciation event.
- Reviews Thrift Shop financial records monthly as submitted in Board Reports.

# Secretary

- Serves as custodian of the HSO permanent records and maintains the records, documents and special reports for seven (7) years, preceding the current fiscal year.
- Assumes the duties of the Parliamentarian in her/his absence.
- Prepares roster of HSO Board members and Committee Chairs emailing to the Board of Governors.
- Provides a copy of the members of the Board of Governors to the 49th FSS Private Organization Representative in accordance with AFI 34-223.
- Submits end of year reports, membership roster, and liability statements to all appropriate base and federal agencies as requested or required.
- Receives and files all written reports from Committees and Chairs.
- Records the minutes of all Board of Governors and Executive Board meetings, and all regular and special meetings (e.g., budget, scholarship, Constitution, etc). of the HSO.
- Records minutes and motions brought to the floor at General Membership meetings. Highlights all motions that have been adopted and submits minutes to the President for signature.
- Provides copies of all minutes and Board Reports to/for the Board of Governors to be used as the Board Meeting Agenda.
- Provides a copy of the Board of Governors, Executive Board and General Membership approved meeting minutes to the Executive Board.
- Provides a copy of the final report at May change over.
- Reads all appropriate correspondence at the General Membership meetings and provides information to the Publicity Chair for dissemination to the General Membership.
- Extends invitations for honorary membership upon Presidential approval.
- Handles all correspondence of the HSO. Picks up and distributes mail from the Post Office. In the event the Secretary is unable to collect mail she/he will appoint another Board member as mail collector.
- Administers and records any phone/email votes, as directed by the President, in the absence of the Parliamentarian.
- Responsible for HSO office supplies and equipment.

# Treasurer

- Prepares the Operational (Social) and Charitable budget and serves as the Chairman of the Budget Committee.
- Responsible for presenting the proposed budget to the Board of Governors at the August Board meeting for approval.
- Prepares a mid-year review in January. Mid-year budget revisions will be ready to present for discussion and vote at the January Board of Governors meeting.
- Authorized signer or co-signer on all checks.
- Promptly pays all HSO bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
- Receives and disburses charitable funds. Pays commitments approved by the Board of Governors and/or General Membership.
- Monitors and verifies that all operational expenditures fall within budget guidelines, in keeping with the IRS and state rules and regulations for tax-exempt social organizations.
- Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt excluding Saturday, Sunday and bank holidays.
- The President, First Vice President, Second Vice President, or Treasurer must countersign all checks for unbudgeted amounts of more than \$1,000.
- Reconciles the monthly bank statement and balances the books prior to Board meetings.
- Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month and a year-to-date statement.
- Attends all HSO fundraising activities overseeing the handling of monies involved and verifies deposits of HSO dues.
- All books should be closed on or before 31 May, coinciding with the Board year, and no later than 30 June.
- Sends all books, records, and appropriate sets of Board reports to the tax preparer in June.
- Coordinates with Membership Chair for the collection of dues at each function and keeps an accurate account of money collected and deposited.
- Coordinates with the Social Chair to handle any financial commitments that result from HSO functions.

# Parliamentarian

- Serves as a non-voting member of the Executive Board and the Board of Governors, but may vote in General meeting votes.
- Custodian and official interpreter of the Constitution and By-Laws.
- Serves as an advisor to the Executive Board, Board of Governors and General Membership on points of order and proper procedure in accordance with the Constitution, By-Laws of the HSO and Robert's Rules of Order.
- Shall be responsible for providing copies of the HSO Constitution, By-Laws, standing rules and job descriptions to all officers and members upon request.
- Prepares proposed revisions of the HSO Constitution and By-Laws.
- Obtains necessary approval of all revisions to the HSO Constitution and By-Laws.
- Administers and records any phone/email votes as directed by the President.
- Prepares and submits the Board of Governors approved Constitution and By-Laws for review and approval to the 49th FSS Private Org office, 49th Legal Office, and 49th Wing Commander.
- Serves as Protocol Officer for all HSO functions.
- Oversees the election process as Chairman of the Nominating Committee.
- Determines a quorum and oversees all voting.
- Conducts online votes as directed by the President or Executive Board.
- Coordinates with Membership Chair to ensure a member is in good standing, in order to be eligible for any Board Positions.
- Organizes and conducts a transitional workshop prior to the joint May transitional Board of Governors meeting. The purpose of the workshop is to discuss information relating to Constitution and By-Laws, parliamentary procedures, continuity notebooks, and job descriptions.



# Publicity Chair

- Makes and posts information/flyers on the HSO Facebook pages, HSO website, Instagram, at the Thrift Shop, and/or any other place deemed appropriate with information for individuals seeking HSO membership.
- Utilizes base marquee twice a year to promote both Membership Drive and Auction.
- Handles all publicity for the HSO, including advertising posted at the Thrift Shop, at the base Newcomers briefings, Heart Link table, or anywhere deemed appropriate.
- Provides publicity for monthly socials and special events including, but not limited to: membership drives, the HSO Auction, HSO Bazaar, Scholarship Program, volunteer opportunities, and base and community opportunities, a minimum of two (2) weeks in advance.
- Responsible for all aspects of the HSO social media sites, including processing comments submitted through Facebook.
- Maintains the HSO Website. The website will have a copy of the HSO membership application, a current calendar of events, HSO Board of Governors contact information, a copy of the Constitution and By-Laws, approved minutes from the HSO Board Meetings and a copy of the scholarship application.
- Coordinates with the President, First Vice President, and Socials Chair to provide accurate information in regards to all HSO activities and functions.
- Handles community publicity for annual Auction, Scholarship Presentation Ceremony or other community-wide events.
- Ensures no personal information is posted on public domains.
- Will share approved pictures from the Historian Chair.

# Membership Chair

- Responsible for maintaining an accurate and up-to-date roster of current HSO members containing all addresses, phone numbers, e-mail addresses, and liability statements.
- Distributes a version of this list via email to all Board Members as necessary throughout the year.
- Coordinates with Publicity to communicate membership criteria.
- Organizes and hosts a minimum of two (2) membership drives per year.
- Communicates that dues are half price in January.
- Must attend all General Membership meetings or provide a designated, bonded board member to assume Membership duties in the event of an absence.
- Registers new members, collects all dues, and delivers funds to the Treasurer.
- Helps new members and guests feel welcome by introducing them to other HSO members during social time.
- Introduces guests and verbally “hails” all new HSO members and “farewells” outgoing members at HSO General Membership meetings and functions, providing a small gift to new members, if budget allows.

# Social Chair

- Responsible for planning the programs for monthly HSO functions to include: locating/coordinating venue and caterers, planning the menus, decorating, room arrangements, special needs for functions, and/or coordinates with designated squadron or group event planners.
- If desired, responsible for choosing a co-chair and committee members.
- Submits all socials and estimated budget to the Board of Governors in board report at least one month prior for needed approval.
- Maintains budget and submits receipts and Reimbursement Form to Treasurer on a monthly basis or more frequently, if necessary.
- Purchases supplies for events and/or door prizes and is responsible for preparation, set-up, and tear down.
- Builds a timeline for the overall event calendar that may include: the General Membership meetings, invocation, Ways and Means, Hails and Farewells, and possible service opportunities.
- Coordinates with the Parliamentarian in regards to protocol for General Membership meetings and special guests.
- Serves as chairperson of the Holiday/Special Occasion Decorating Committee.
- Coordinates with the Holloman Club manager, no later than October, dates for decorating and removal of holiday decorations.

# Ways & Means Chair

- Responsible for fundraising activities for operational funds to include, but not limited to the annual Bazaar.
- Coordinates with Social and Membership Chairs for applicable functions.
- Submits to the Board of Governors all proposed fundraisers for approval.
- Submits "Request to Raise Funds" to 49th FSS, and all necessary channels, in a timely manner and when appropriate. Requests must be submitted to proper channels in time for the request to be granted four (4) weeks prior to scheduled events.
- Responsible for ensuring revenues from fundraisers are delivered to the Treasurer the day of the event.
- Maintains cash box and equipment to facilitate operations of fundraising activities.
- Coordinates with designated facility/venue for date and needs for functions.
- Coordinates with the Publicity Chair to publicize and disseminate information about the fundraising event to the HSO, military community, and local community as appropriate.
- Responsible for completing and sending invitations to all guests and thank-you notes to donors of an event.

# Scholarship Chair

- Scholarship Chair presides over the Scholarship Committee.
- The Committee shall begin meeting in September to determine guidelines for the current year's scholarship program, with the advice of the President, Honorary President or designated representative, Second Vice President and Scholarship Advisor. Submits guidelines to the Board of Governors.
- Organizes Scholarship Award applications in coordination with the School Liaison Officer (SLO) and submits them to area high schools, base education office, A&FRC, local colleges, and any other locations deemed appropriate.
- Secures at least four (4) independent judges (non-HSO members) to review packets and score applications and/or essays.
- Organizes submission packets and submits copies of packets to the independent judging panel for review and grading.
- Coordinates with the Treasurer and scholarship committee on total funds available for distribution prior to awarding monetary amounts for recipients. Total amount given is reviewed for board approval.
- Coordinates with Auction Chair the list of addresses of all major donors.
- Ensures invitations to Scholarship Presentation Ceremony are prepared and sent by Scholarship Committee to recipients and their families, major Auction donors, base leadership, HSO General Membership, and Honorary Commanders.
- Responsible for coordinating with Security Forces so that those without base privileges can gain access to base for the Scholarship Presentation Ceremony.
- Coordinates and manages Scholarship Presentation Ceremony to include location, food, and guest speaker.
- Maintains a record of scholarship recipients to include: name, contact information, and school attending. This information is recorded in electronic documents.
- Notifies area high school guidance counselors of recipients and amounts received.
- Submits article and photo to Publicity Chair after ceremony.
- Coordinates with the Treasurer to ensure proper payment is sent to correct schools.

# Historian Chair

- Author and custodian of the history of the HSO, to include any known information from before the preceding clubs, HOSC and HESO, merged.
- Takes pictures at all HSO events to include mini activities or designates a person in situations when the chair may be absent.
- Sends pictures to the Publicity Chair for social media.
- Works with base Historian to annotate and document any monumental spouse functions or events and record all history of the organization from her/his stored files.

# Welfare Chair

- Receives all welfare requests from the base, local, and national communities.
- Presents welfare requests to the Board of Governors for approval.
- Notifies all persons/groups requesting welfare assistance of their request's approval, denial, or need for more information.
- Follows up with requesting points of contact to ask any questions or concerns that the Board of Governors may have.
- Works closely with the Treasurer to ensure all approved requests are disbursed in a timely manner.
- Responsible for contacting any line item designator, in the Welfare Budget, at the beginning of April, to remind them to request funds if it has not already been paid out for the year.

# Auction Chair

- Coordinates event date with President, Honorary Advisors, as well as 49th Wing/CC Secretary.
- Secures venue and reserves the date.
- Maintains current and past sponsor/donor list to be shared with President, Second Vice President, Social, Publicity, and Ways and Means Chairs, in order to avoid duplicating solicitations for other events.
- Submits Fundraising request to 49th FSS Private Org. Office.
- Chairs committee to plan, prepare, and execute annual auction.
- Ensures all members of HSO board receive solicitation letters and list of businesses to assist in solicitation if not on the Auction Committee.
- Oversees process for soliciting donations for the auction from local community and others, as allowed by AFI 34-223.
- Coordinates with the Publicity Chair to publicize and disseminate information about the HSO Auction to the HSO General Membership and base and local communities.
- Coordinates with Wing Protocol office for all base and community leadership addresses.
- Ensures that all invitations are sent in a timely manner.
- Ensures thank you notes are sent, in a timely manner, to all major donors.
- Ensures addresses of major donors are shared with the Scholarship Chair for invitation to Scholarship Presentation Ceremony.
- Responsible for coordinating with Security Forces so those without privileges can gain access to base, if HSO Auction is held on base.