

FIRST VICE PRESIDENT

JOB DESCRIPTION

The First Vice President is elected by the Tinker Officers' Spouses' Club membership. The First Vice President supervises and is accountable for all activities concerning the charitable sector of the Board of Governors.

COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Assume responsibility for projects and duties assigned by the President.
5. Sign the signature cards required from the bank at the beginning of the term of office, along with the President, Administrative Treasurer and Welfare Treasurer. Remove your name from the signature cards at the end of the term of office.
6. Supervise and/or assist the following committee chairman: Welfare, Scholarship Awards, and any other events considered a fundraising activity including the Thrift Shop.
7. When chair positions on the charitable side of the Board are vacated or cannot be filled, the First Vice President must work toward helping to find a chairman for the position. If these are not filled, the Vice-President must fulfill responsibilities of the position until the chair is filled.
8. Notify the President prior to the Board of Governors' meetings of expected absences at the meeting from the charitable sector of the Board. Read submitted board report/s on the behalf of the absent chairperson/s.
9. Insure that letters requesting approval for all fundraising activities are given to the Parliamentarian who will, in turn, get approval from the 72d Air Base Wing Commander via the legal office.
10. Insure that a written report giving the details on the selection, set up and execution of each fundraising activity planned by this office is provided for the coming year. You or your committee chairmen may perform this.
11. Keep the President well informed about each fundraising activity.
12. Assist the President to purchase the end-of-the-year gifts for the Board of Governors, as required. Refer to the OSC Policies for the amount allowed to purchase the gifts.

13. Submit articles for publication to the *Smoke Signal* according to the assigned deadline. The editor will not be held responsible for members who fail to follow the guidelines or meet the deadline.
14. Participate as a member of the Budget Committee.
15. Participate as a member of the Policy Revision Committee.
16. Participate as a member of the Welfare Committee.
17. Participate as a member of the Scholarship Awards Committee.
18. Becomes acting President in the absence of the President and may succeed to Presidency if that office becomes vacant. The First Vice President should be kept well informed on all important Tinker OSC matters, as h/she may have to perform the duties of the President at any time.
19. Purchase an appropriate token of appreciation for the out-going President not to exceed \$75.00. This does not include the cost of the scrapbook – made by the Photographer/Historian, or new engraved gavel – purchased by the Parliamentarian.

Revised 02/2012