

SECOND VICE PRESIDENT

JOB DESCRIPTION

The Second Vice President is elected by the Tinker Officers' Spouses' Club membership. The Second Vice President supervises is accountable for all activities concerning the administrative 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 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. Notify the President prior to the Board of Governors' meetings of expected absences at the meeting from the Administrative sector of the Board.
6. Maintain a current inventory of all OSO properties, as well as, copies of inventories provided by all members of the Board of Governors.
7. Supervise and assist the following committee chairmen, including but not limited to: Programs, Social, Reservations, Hail and Farewell, Membership, Publicity, and Special Activities
8. When chair positions on the Administrative side of the Board are vacated, the Second Vice President must work to help fill the positions.
9. Purchase prizes for Silver/Crystal Bingo at the time of optimum purchasing power (sales) under the supervision of the President. Consult with the Administrative Treasurer for the amount authorized to spend on prizes.
10. Inspect the storage room regularly and keep it in an orderly condition.
11. Supervise the chairmen for all OSC sponsored functions, i.e. Holiday Tea, (this is a board sponsored activity), Blue and Silver Ball (Air Force Ball), theme parties, etc. Coordinate with committee chairmen directing these events.
12. Appoint a decoration chairman responsible for selecting a committee to plan, construct and install decorations for all OSC sponsored special events relating to the Administrative side.

13. Write a report giving the details on the selection, setup and execution of each special function planned by this office for the coming year.
14. Keep President well informed about each special function.
15. Each Board member is responsible for submitting articles to the *Smoke Signal* for publication according to the assigned deadline. The editor cannot be responsible for members who fail to follow guidelines or meet the deadline.
16. Participate as a member of the Budget Committee.
17. Participate as a member of the Policy Revision Committee.
18. Assume the office of the First Vice President if h/she is unable to complete h/her term of office.
19. Perform the duties of the First Vice President in h/her absence.
20. Act as Parliamentarian at all Board meetings and OSC functions in the absence of the Parliamentarian.

Revised 01/2012