

WELFARE

JOB DESCRIPTION

The Welfare Chairperson is appointed by the Tinker Officers' Spouses' Club President. The Chairperson shall, along with the Welfare Committee, review and select welfare requests to present to the TOSC Board of Governors.

COORDINATING OFFICER:

The First Vice-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 Second Vice-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. Maintain at least five (5) years worth of Welfare Committee reports along with Board Minutes in the Welfare Chairperson's binder, used for reference of past contributions.
5. **WELFARE COMMITTEE:** Preside over Welfare Committee meetings, comprised of the Welfare Treasurer, First Vice President, Welfare Advisor, President, and Parliamentarian. Set a schedule of committee meetings for the budget year.
6. **WELFARE POLICIES:** Update the Welfare Fund Policies and Guidelines as necessary to meet IRS requirements and the changing needs of our target community. Maintain a file of documentation for each donation given in the budget year to provide background and continuity for annual review.
7. Present requests for money or support as recommended by the Welfare Committee to the Board.
8. Coordinate with the *Smoke Signal Editor* to submit articles for The Smoke Signal that informs the membership of where TOSC welfare funds are being donated.
9. Work closely with the Welfare Treasurer to assure all donations are documented for the annual audit.
10. Send checks to all programmed donations by 1 March (whether or not they have been requested in writing) to facilitate record keeping and Budget Statement review.
11. In May, produce a large poster board listing the donations made for that board year and post at the Thrift Shop for display. May also be displayed in smaller format in OSC display case at the Tinker Club. If needed, keys are in the Corresponding Secretary's file in OSC folder.
12. **CHILDREN'S EYEGLASS PROGRAM:** Monitor and maintain the TOSC Children's Eyeglass Program as a welfare fund program.

- a. Coordinate communication with Tinker Optometry Clinic, Base Optical Concessionaire, and AAFES.
 - b. Provide TOSC Eyeglass Program Form for the Tinker Optometry Clinic to solicit applications from eligible persons. Optometry Clinic contacts Welfare Chairperson for funds approval. Optometry Clinic verifies eligibility on TOSC Eyeglass Program Form.
 - c. Patient takes TOSC Form to Base Optical Concessionaire, who fills the order and mails an invoice monthly for TOSC payments.
 - d. Submit invoice with completed TOSC Form to the Welfare Treasurer for payment. Documentation of disbursement is maintained by the Welfare Treasurer for audit purposes.
 - e. Include Eyeglass Program results in Welfare Committee annual report.
 - f. Coordinate publicity in *Tinker Take-Off* with Publicity Chairperson for publication in early fall. Articles about the program may be submitted to the *Smoke Signal* throughout the year.
13. Present the TOSC General Welfare policy to the Board for review at the beginning of the year.
 14. Monitor and maintain the TOSC Children's Eyeglass Program

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Revised 01/2012