



Victory Spouses Club of Fort Jackson, South Carolina

Application for Governing Board Positions

The Victory Spouses Club (VSC) is looking for a few talented and committed people to fill our Governing Board positions for the 2019-2020 Board year.

The VSC is governed by a constitution, a set of bylaws, and a board of volunteers who manage the business of the organization. There are both elected and appointed board positions. All board members work together, chiefly by attending the monthly board meetings. Meetings are currently held the fourth Tuesday of the month, in the morning. For further information about job descriptions & duties, please contact: Nicole MacDonald, vscpresident01@gmail.com

Governing Board positions:

Elected Positions:

President – Oversees all meetings and appoints Chairpersons for the Governing Board

First Vice President – Oversees all charitable activities; assists the President; assumes Presidency, if required

Second Vice President – Oversees all social activities; assists the President

Secretary – Records all minutes; handles all correspondence, records and distribute all incoming mail, assumes Parliamentary duties, when required

Treasurer – Prepares budget; pays bills; disburses funds; keeps accurate records

Appointed Positions:

Activities - Serves as liaison between Board and all special activities and mini clubs (Bunco, etc.)

Community Liaison - Interacts with local community and organizations, coordinates, and finds monthly service projects for VSC; Ensures reporting of all volunteer hours

Historian - Takes pictures at socials and events throughout the year; Creates scrapbook

Hospitality - In charge of welcome table at all functions and base events; Assists in coordinating Hails and Farewells for members as required;

Membership - Accepts reservations for social functions; reports reservation information to Programs Chair and events; Keeps and maintains all membership records and rosters

Newsletter- Responsible for Club's monthly electronic publication

Parliamentarian- Ensures all meetings are conducted according to the VSC Constitution and Bylaws and *Robert's Rules of Order*.

Property - Maintains an inventory of all club property; Coordinates member rentals of club property

Publicity -Publicizes all club activities

Scholarship - Coordinates, gathers packets, selects committee, and judges in support of scholarship programs

Vendor Coordinator - Coordinates vendors for luncheons or special events, collects all fees from vendors, collects one item for the opportunity table

Ways & Means - Contacts vendors, sells merchandise or services, opportunities table, all to help raise funds

Webmaster - Maintains and updates website

2019-2020 VSC Governing Board Application

Date: _____

**Please submit your completed application to: Nicole MacDonald, vscpresident01@gmail.com*

Name: _____

Address: _____

Phone: _____

E-mail: _____

In order to participate as a Governing Board member, individuals must qualify for full membership in the VSC. Full VSC membership is extended to:

- *Spouses of Active Duty, Reserve, or National Guard, and Foreign Exchange service members stationed at Fort Jackson and the surrounding areas.*
- *Spouses of Active Duty service members of the Armed Forces of the United States on unaccompanied tours or deployments who live in the Fort Jackson area.*
- *Spouses of retired or deceased service members of the Armed Forces.*
- *Spouses of Department of Defense (DoD) or Non-Appropriated Fund (NAF) personal who are currently employed at Fort Jackson.*

Do you meet the qualification for full membership in the Victory Spouses Club? What is your spouse's affiliation with Fort Jackson?

What position(s) are you interested in?

Do you have any previous experience serving as a board member in a Spouse Club or other private organization/club? Please list locations, board positions, and time frame.

What experience and/or educational background do you possess that will serve you in your VSC Governing Board duties?

Additional Comments: