

President Job Description

The President presides at all meetings of the ROSC membership and board; calls all special meetings; enforces the Constitution and Bylaws, is an ex officio member of all committees, and is familiar with all job descriptions.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board meetings, luncheons, socials and all other ROSC sponsored events.
- Prepares a written report in Google Docs for Board meetings, as necessary, including monthly expenses
- Maintain President Board reports and all other Board positions Board reports for two years
- At the March Board meeting provide an updated inventory.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. Appoints the Parliamentarian and Standing Committee Chairs with the approval of the Executive Board in accordance with the ROSC Constitution Article III.
2. Coordinates with committee chairpersons established under the President in the ROSC Bylaws Article X, as necessary. They are: Robins Wings, Parliamentarian, Publicity, and Correspondence.
3. Writes and submits President's column to the ROSC Wings, if necessary.
4. Responsible for the ROSC calendar and for the agenda at all meetings.
5. Appoints special committees in accordance with ROSC Bylaws Article XI and special representatives to the Board.
6. Invites the spouse of the 78th ABW Commander and other senior spouses of various RAFB organizations and Major Tenant Organizations to serve as the ROSC Honorary Officers and President.
7. May authorize expenditures not to exceed a total of \$400 annually.
8. Authorized to sign all ROSC checks including Thrift Shop
9. Approval authority for all contracts signed with the ROSC.
10. Provide final approval for ROSC publicity.
11. Signs a memorandum of Understanding with the 78th Air Base Wing Commander, accepting responsibilities for the use of Thrift Shop facilities. This must be executed every three years.
12. In June, President notifies Services Squadron that she is the contact for ROSC
13. Informs Honorary President of all pertinent ROSC matters, committee meetings and votes pertaining to the Board

14. Has the tie-breaking vote in the event of a tie at the Board meeting or during any type of vote.
15. During the Luncheons/Socials/ROSC events, will serve as MC. As MC, duties include welcoming ROSC attendees, introducing spouses of General Officers and Wing Commanders currently attending, thanking the Club, and making pertinent ROSC announcements. The President then introduces the Socials Chairperson who introduces the speaker or honored guest
16. Appoints a Thrift Shop General Manager with the approval of the Thrift Shop Chairperson and the ROSC Second Vice President.
17. Oversees and/or approves the ROSC website, located at www.robinsosc.com or assigns individual to do so.
18. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

Last update: March 2019