

Thrift Shop Chair Job Description

The Thrift Shop Chair is a voting member of the ROSC Board and is appointed by the ROSC President. The Chairperson will act in accordance with the existing ROSC Constitution, Bylaws and Policies. The Chairperson will sit on the ROSC Board and oversee all operations of the Thrift Shop.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the Second Vice President if unable to attend a Board meeting.
- No more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month, and provide from the Bookkeeper, the financial report.
- Maintain a binder as outlined in the BOARD PROCEDURES.
- Provide an updated inventory log (including supplies) at the May meeting.
- Provide a projected Thrift Shop budget at the March meeting.

RESPONSIBILITIES

1. Volunteer at least one day a week at the Thrift Shop in order to have an in-depth knowledge of Thrift Shop daily activities.
2. Answer questions and be available to volunteers and paid employees (e.g., Custodian, Bookkeeper).
3. Submit information or have a Thrift Shop publicity point of contact submit information to Wings each month.
4. Chair and convene quarterly Thrift Shop committee meetings, notifying committee members of meeting time and preparing an agenda.
5. After each Thrift Shop committee meeting, post relevant points from the Thrift Shop Committee meeting for the volunteers' review.
6. Minutes of the meetings will be maintained and presented with the Thrift Shop Board Report at the next monthly ROSC General Board Meeting
7. Thrift Shop Committee members include ROSC President, Second Vice President, Thrift Shop Chairperson, Thrift Shop Advisor, Day Managers, Bookkeeper, and Parliamentarian
8. Submit a monthly financial statement and annual report (prepared by the Bookkeeper to the Board).
9. Advertise for Bookkeeper and Custodian position in March of the upcoming year if needed when there is or will be a vacancy.
10. Review resumes, conduct interviews, if necessary, and fill positions for Bookkeeper and Custodian, and appoint Thrift Shop Day Managers.

11. Assure Thrift Shop Bookkeeper delivers previous month's net profit check to ROSC Welfare Treasurer each month.
12. Work with the ROSC Administrative and Welfare Treasurers to ensure the Thrift Shop is adequately covered in the ROSC insurance for liability and property damage in compliance with Air Force regulations. Keep original and copies of insurance documents secure and available for review.
13. Every two years, work with the ROSC Parliamentarian to convene a Thrift Shop Committee meeting to update the Thrift Shop Constitution.
14. 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.

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