

## **Scott Spouses' Club 2024 – 2025 Executive Board**

The Scott Spouses' Club (SSC) will soon begin proceedings to select candidates to run for office on the Executive Board for the 2024-2025 club year. We encourage members to serve with this group of committed volunteers in their activities on behalf of the SSC. Please note that per the SSC Bylaws, members running for President or 1<sup>st</sup> Vice President must be the spouse of a member of the Armed Forces, Reserves, or National Guard on active duty status.

Please take a moment to read each job description and consider how you may share your talents.

**President:** Presides at all SSC meetings. Appoints chairpersons and fills any vacancy on the Board with approval. Serves on most committees. Acts as an advisor for public relations, the Scholarship Committee and any special and standing committees. Has a working knowledge of the SSC Constitution and Bylaws and of all monies for the Social and Charitable accounts.

**1<sup>st</sup> Vice President:** Assists the President and performs the duties of the President in his/her absence. Assumes the office of President, if necessary. Reports in the Social Treasurer's absence. Supervises and serves as an advisor to all Social committees; acts as interim chair if necessary. Is a member of the Budget Committees and the Constitution and Bylaws Committee. Serves as custodian of the club properties and maintains a current inventory.

**2<sup>nd</sup> Vice President:** Assists the President and performs the duties of the 1<sup>st</sup> Vice President in her/his absence. Assumes the office of 1<sup>st</sup> Vice-President, if necessary. Performs the duties of the Secretary in his/her absence. Reports in the Charitable Treasurer's absence. Supervises and serves as an Advisor to all Charitable committees; acts as interim chair if necessary. Is a member of the Budget Committees and the Constitution and Bylaws Committee.

**Secretary:** Records minutes of all SSC meetings. Distributes meeting information to Board members. Is a member of the Budget Committees and the Constitution and Bylaws Committee. Checks PO Box, distributes mail, and handles most correspondence. Assumes Parliamentary duties in her/his absence. Serves as the custodian of the SSC's permanent records.

**Social Treasurer:** Acts as custodian of all SSC monies except those allocated to the Charitable Treasury. Monitors all SSC financial matters, maintains financial records including receipts, disbursements and cash on hand. Assembles bookkeeping records for delivery to auditor and tax preparer. Prepares social budget and chairs the Social Budget Committee. Performs duties of Charitable Treasurer in her/his absence. Bookkeeping knowledge helpful, but not required.

**Charitable Treasurer:** Acts as custodian of all SSC monies except those allocated to the Social Treasury. Monitors all SSC financial matters, maintains financial records including receipts, disbursements and cash on hand. Assembles bookkeeping records for delivery to auditor and tax preparer. Prepares charitable budget and chairs the Charitable Budget Committee. Performs duties of Social Treasurer in her/his absence. Serves on the Scholarship and Charitable Giving Committees. Attends Fundraising Committee meetings. Assists Charitable Chair in researching Charitable requests. Bookkeeping knowledge helpful, but not required.

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If you wish to run for an Executive Board position, please complete the attached application.

In addition to the application, for election purposes the SSC will use a photo and a short one or two paragraph biography to tell the general membership about each nominee. This is a fun way to share who you are and what you love about our club. Please include a biography and photograph with the submitted application. If you choose to mail the application and biography, then please email a photo, or we will arrange to have one taken of you.

Items may be mailed or emailed to the following: **SSC Parliamentarian**  
**PO Box 25037**  
**Scott AFB IL 62225**  
[parliamentarian@scottspouseclub.com](mailto:parliamentarian@scottspouseclub.com)

# Scott Spouses' Club 2024 – 2025 Executive Board Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Elected Office Preference:

1. \_\_\_\_\_

2. \_\_\_\_\_

Spouse Status:

Active Duty \_\_\_\_\_

Retired \_\_\_\_\_

**Previous Spouses' Club Positions Held:** *Include position names, bases, dates served on the boards, and a personal reference*

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**Previous Work and Non-Profit Experience:**

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**Education, Training, and Certifications:**

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**Skills, Experiences, and Interests:** *Circle all that apply*

Finance, accounting

Personnel, human resources

Community service

Administration, management

Program evaluation

Nonprofit experience

Education, instruction

Special events

Policy development

Outreach, advocacy

Grant writing

Public relations, communications

Fundraising

Other: \_\_\_\_\_

If you have anything else you would like to include such as a resume, personal statement, list of awards, etc., feel free to attach them to this application.

Application, biography, photo, and any additional information may be mailed or emailed to the following:

**SSC Parliamentarian**

**PO Box 25037**

**Scott AFB IL 62225**

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