

2021-2022 SCOTT SPOUSES' CLUB BOARD OF GOVERNORS APPLICATION

Your Scott Spouses' Club (SSC) needs you! SSC will soon begin proceedings to select candidates to serve as Chairs for the next club year. We encourage you to serve with this group of committed volunteers in their activities. For a better idea of what each board member does, please read the brief job descriptions attached on the second page. You are strongly encouraged to list more than one committee preference. Some Chairs will be assigned a Co-Chair based on the volume of work. Positions are appointed by the President and applying does not ensure an appointment. You may attach additional sheets if needed.

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

SPOUSE STATUS: ___ ACTIVE DUTY ___ RETIRED ___ OTHER

OPEN TO A CO-CHAIR COMMITTEE POSITION: ___ YES ___ NO

STANDING COMMITTEE PREFERENCE:

1. _____

2. _____

3. _____

4. _____

WHAT INTERESTS YOU ABOUT THE POSITION(S)?

HOW IS THE POSITION A GOOD FIT FOR YOU?

WHAT ARE YOUR PLANS FOR THIS POSITION/COMMITTEE?

WILL YOU BE ABLE TO REGULARLY ATTEND BOARD MEETINGS? (Meetings are held the first Wednesday of the month from 9:30-11:30). SOCIALS? (Socials are typically held the second Wednesday of the month)

PREVIOUS SPOUSES' CLUB POSITIONS HELD: (name of positions, dates you served, and a personal reference)

PREVIOUS WORK/NON-PROFIT EXPERIENCE:

Please complete the above form and return to president@scottspouseclub.com

SSC STANDING COMMITTEE CHAIRS

All committee chairs must be SSC members in good standing, attend Board of Governors'(BOG) meetings as a voting member, attend General Membership meetings (socials) as often as possible, submit monthly board reports and maintain records in accordance with the SSC Constitution and By-laws.

DIRECTOR OF COMMUNICATIONS - This position will report directly to the President. The Director will oversee all communications efforts for the social and charitable efforts of SSC. Positions reporting to them include Historian, Public Relations, Social Media Coordinator. Responsible for updating and maintaining of SSC website (serves as club Webmaster).

AIRMEN & FAMILY APPRECIATION – Plans/coordinates Airmen Appreciation activities including the Cookie Drop and Dorm Dinners. Plans Military Spouse Appreciation event.

ASSOCIATE SPOUSE LIAISON - Represents retiree spouses to the SSC Board. Encourages spouses of retired service members to participate in club activities and communicates with them via e-mail.

CHARITABLE COMMITTEE – Accepts, records and distributes welfare requests. Leads monthly committee meetings to review requests and build motions. Presents all motions to the BOG and/or membership.

COMMUNITY LIAISON - Coordinates community outreach and donation events. Contacts community partners, collects items and delivers donations to monthly partners. Liaison to Airman's Attic and Thrift Shop.

FUNDRAISING - Coordinates all fundraising events (for example: Wreaths Across America and a Trivia Night or Silent Auction). Works with President and 2nd VP to put together committees as needed for planning events.

HISTORIAN - Official photographer for SSC activities. Coordinates with other chairs to schedule photo opportunities and shares photos efficiently with Communications team. Maintains historical documentation. Creates and orders club yearbook (on Shutterfly) at the end of the board year.

HOSPITALITY - Sets up and mans Hospitality check in table at General Membership meetings. Hails and farewells members monthly. Hosts SSC tables at bimonthly A&FRC events. Maintains inventory.

MEMBERSHIP - Keeps updated record of all members. Produces/distributes membership roster, directory and name tags. Processes applications and dues. Responds to membership inquiries. Helps plan recruiting events. Attends A&FRC events with Hospitality chair to help with membership recruitment

MINI CLUBS - Helps determine which mini clubs are offered (Bunco, Playgroup etc.). Recruits and works with Leaders. Helps Leaders prepare for sign ups at the first social of the year. Displays sign up sheets monthly. Sends new sign-ups to Leaders monthly.

OPPORTUNITIES - Collects opportunity donations to display at monthly meetings for the drawing. Maintains ticket inventory. Sells opportunity tickets at monthly meetings and draws for winners.

PROGRAMS - Develops programs for monthly socials; plans menu, room setup, and decorations, door

prizes for event. Coordinates with Public Relations and Reservations. Works with President and 1st VP to put together committees as needed for socials.

PUBLIC RELATIONS - Responsible for advertising both in print and online. Other duties as assigned by the Director of Communications.

RESERVATIONS - Accepts RSVPs for social functions. Reports reservation information to Programs. Follows up with members who RSVP yes, but do not attend. Responsible for greeting attendees during check in.

SCHOLARSHIP - Oversees the SSC Scholarship program. Updates applications, gathers packages, selects committee and judges. Publicizes scholarships with assistance from PR. Plans and executes awards ceremony for scholarship winners.

SOCIAL MEDIA COORDINATOR - Oversees all of SSC's social media accounts including Facebook page and group and Instagram. Liaison for mini club chairs running FB groups.

