

#### OPERATION DEPLOY YOUR DRESS REPRESENTATIVE:

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall ensure the policies of the ODYD are within the consent of the NCSC Board;
16. Shall ensure that the ODYD follows all constitutional guidelines of the NCSC;
17. Shall prepare the annual ODYD budget in consultation with the ODYD Council. The budget must be presented to the NCSC Board for approval by the August NCSC board meeting;
18. Shall present the ODYD financial statements to the NCSC Board on a monthly basis;
19. Shall work closely with the President and Volunteer Coordinator;
20. Shall always maintain a record of items inventory;
21. Wear ODYD aprons to be easily identifiable to customers and create a team spirit;
22. Shall collaborate with National ODYD and other ODYD locations nationwide;