

PRESIDENT:

1. Shall preside at all meetings of the General Membership, the Executive Board, Governing Board, NCSC functions, and shall be an official Member of all committees except the NCSC Elections;
2. Shall vote on any measure in the event of a tie;
3. Shall appoint a Chairperson for each standing committee, and any special committee deemed necessary;
4. Shall be authorized with the treasurer, to co-sign all checks in excess of three hundred and fifty dollars (\$350);
5. Shall appoint a member to fill any vacancy occurring in the elective offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board;
6. Shall sign checks for authorized expenditures of the NCSC in the absence of the treasurer and/or first vice president;
7. Shall nominate Volunteer of the Quarter and Volunteer of the Year for recognition in response of the Army Volunteer Corps Coordinator (AVCC) request or any other NCSC volunteer recognition;
8. Shall be bonded;
9. Shall represent or appoint a designee to represent the NCSC in the Fort Drum community at community councils such as Community Information Exchange (monthly), Spouses Connection (monthly), the Army Family Team Building Council (quarterly), Volunteer Advisory Council (quarterly) and other community councils deemed necessary;
10. Shall ensure that validation and tax documents are prepared and maintained;
11. Shall maintain a copy of keys to all NCSC properties to include mailbox, NCSC storage facility, Off the Beatin' Path Gift Shop, Operation Deploy Your Dress, and NCSC Building.
12. May remove any member of the Board for just cause, with the approval of the Honorary Presidents, Senior Advisor, and Executive Board;
13. Responsible for advance notice to Honorary Presidents and the Senior Advisor of scheduled events (i.e. Board meetings, committee meetings, programs and special events);
14. Shall maintain NCSC emails that are provided for this role;
15. Shall maintain a position profile within VMIS and record monthly volunteer hours;
16. Shall maintain and update board notebook to include;
 - a. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job-related materials shall be given to successors at the Joint Governing Board Meeting and Changeover in May
17. Will work with the Honorary Advisor to select a committee of three NCSC members to review the NCSC's financial records when a new treasurer assumes duties during the NCSC fiscal year.
 - a. These members must not hold a position on the current Governing Board.
 - b. At least one of these members should have accounting/bookkeeping experience when possible.
18. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
19. Shall be responsible for Welcomes and Farewells for the Commanding General Spouse, Division Command Sergeant Major Spouse, Deputy Commander of Operation Spouse and Deputy Commander of Support Spouse. The President can create a committee to help with the Welcomes and Farewells.
20. Shall work with the Executive Board, Advisor and Honorary Presidents annually to recommend honorary members who have rendered exceptional service and support to the Fort Drum Community.
21. Shall plan and coordinate with the Parliamentarian a Changeover Ceremony to be conducted at the May social.
22. Shall be an administrator with any board member whose job requires the use of Social Media and any other electronic accounts. (ie Facebook, Website, Shutterfly, Cheddar Up and emails, etc.)