

NCSC February Minutes

February 14, 2024

Called to Order: Nicole Lockhart, 10:08 AM

Members Present: Stephanie Spika-Hickey, Molly Culley, Jen Blik, Penny Ezell, Chastine Bobbitt, Patti Agard, Allie Iacovelli, Ameer Kerr, Ruth Quigley, Sarah Vanderleest, Mariah Blackbird-Perry, Nicole Lockhart, Dylan Screen, Tiff Gallo (virtually), Veronica Clarke, Lu Anderson

Members Not Present: Symphony Lefeo, Kara Browning, Kelly Bice,

Meeting Adjourned: Nicole Lockhart, 12:18 PM

President: Molly Culley

New Business:

1. Congratulations to Stephanie, as she's been elected as our new Corresponding Secretary! Also, Kara Browning is our new Publicity chair; welcome!
2. Gift Shop SOP, Employment Contract and Consigner's Contract have all been updated. Dylan is finishing up the edits and will be updating all gift shop binders with the new info.
3. I've started NCSC's Revalidation process with Garrison.
4. New bank account with AmeriCU on base is open. We will gradually be moving all our funds over.
5. Quick message from Lu Anderson

Banking – the account is not open. They need minutes from today's meeting. Once minutes are done today, we will do an e-vote to get them approved, so Molly can open the bank account to finalize quickly.

Old Business: Role restructuring meeting was very productive; thank you.

Vote Needed: None

Income: None

Expenses: None

Volunteer hours: 10 hours

****Treasurer:** Currently we have \$22,493.42 in the main NCSC account, and \$1631.71 in the OTBP account. I wrote a check for the deposit at Zero Dock for our Spring Fundraiser, and a check for the February luncheon catering. Checks for consignors at OTBP are complete for the month of January. OTBP manager 1099's were calculated and given to Sarah Wright (current) and Belle Harrison (former manager, Feb-June 2023) on January 31.

Budget Revisions – we have a budget that was approved and voted on by all member at the September luncheon. Money was misallocated, and we need to course correct and fix it using our mid-year revision.

Requested were made by two members that did not make it in, but money was allocated to positions that did not ask for it.

The constitution allows for a budget revision at the board level.

Patti will send the current budget out to all members, please reply with your revisions by 2/21

Please include all expected expenses, and income.

*Money raised from Tree & Wreath will be allocated directly for scholarships and grants.
Patti will resend the budget, and Nicole will send an e-vote to approve the revisions for the rest of the year.*

To prepare for next year, please include all expenses, and income in your AAR to ensure the people who take over our positions are prepared to update their budget.

Menu for the Membership event: Platters serve 25 people

Ruth moves to give membership \$400 for Bites with the Board, Penny seconds, vote was unanimous (10)

****Corresponding Secretary:** Mail was last checked on February 12. All items are ready to pass to Stephanie on the 14th.

1st Vice President: Open Position – Parliamentarian has been monitoring

1st Lt. Patterson (Protocol) reached out to confirm the VIP Roster - will work to confirm the VIP roster is accurate with Veronica. We will mutually share rosters.

2nd Vice President: Penny Ezell

New Business: Palentine's:

- Thank you so much for everyone who helped make Palentine's a HUGE success! Special thanks to Jen, Patti and Nicole for helping with set up and Sarah with her help making the balloon arch. Thanks to Patti, Jen, Nicole and Sabrina for helping with tearing down after the event. Teamwork makes the dream work for sure!!
- Thanks also to Allie for helping create Round 3 of the Trivia and for helping me with formatting the pictures for Round 1. I was very thankful to have this trivia master help with this event.

Kentucky Derby/ Scholarships/Grants Ceremony

- Right now on the calendar, we have these two events on the same day/time. The idea at the beginning of the year was that we wanted to give the money away to recipients so members could see what the money we raise all year goes towards. I love this idea but...
- There would be quite a bit of an expense to pay for dinners for all of the recipients and their families.
- So, two thoughts 1. We could move up the Kentucky Derby from 6:00-8:00 to 5:00-7:00pm and then do the awards reception with dessert from 7:30-8:30pm. Members who want to stay could stay for the reception. 2. We have the awards reception on a different date like we have done in the past and invite members not just the board. Which do you all think would be best?

It is nice to have them combined on the same day, because it is a way to bring people in. How much would it cost to pay for guests? / How many people do we have (8 for scholarships + parents, would be 24 guests)

Other options:

Themed potluck, we bring the food and provide it? Buffet style?

Invite them to attend dinner,

Ask Scholarships sponsors (Thrift Shop/ First Command) to sponsor dinners

*We have 30 members who said they would sponsor a luncheon we have not asked yet.
Penny, Mariah, and Chastine get with the thrift shop, and bring it back to the board by next meeting.*

Option 1) 30 minute break and have the scholarships/grant ceremony with desserts,

Option 2) Second event separate from the Kentucky Derby

Old Business:

Votes Needed: Kentucky Derby/Scholarships-Grant Awards Reception?

Income: \$646 from Palentine's RSVPs to pay for luncheon (\$119 Annual Members, \$527)

Expenses: Decor and Prizes: January Social- \$87.03 February Social \$133.10 (in budget) The Art of Gathering Palentine's Luncheon: \$631.80 (paid with the \$646 income above)

Volunteer Hours: Put my hours in VMIS

Recording Secretary: Patti Agard

New Business: None

Old Business: None

Votes Needed: January Meeting Minutes, sent out for review January 11

Stephanie moves to approve the minutes, Ruth seconds the motion, unanimous vote to approve (10 votes)

Income: None

Expenses: None

Volunteer Hours: January - 40 hours

Corresponding Secretary: Stephanie Spika-Hickey

New Business: Appointed on February 9th at February Social

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Treasurer: Open Position

Parliamentarian: Nicole Lockhart

New Business:

Votes that passed outside of the last board meeting: See Addendum for Amendments that were voted in on 2/9/24

- Moving banks from KeyBank to AmeriCu. An electronic vote passed with 15 votes yes.
- Stephanie Hickey for Corresponding Secretary at the 2/9/24 social with 24 voting members in attendance. Penny Ezell motioned. Caitlin Mair seconded. Passed with 22 votes yes.
- Constitution Amendment: Article 3 , Section 5 - 2/9/24 social with 24 voting members in

attendance. Allie Iocavelli motioned. Penny Ezell seconded. Passed with 22 votes yes.

- Constitution Amendment: Article 4 , Section 5, Membership Conduct Amendment - 2/9/24 social with 24 voting members in attendance. Penny Ezell motioned to pass this amendment, Caitlin Mair seconded. Passed with 22 votes yes.

2024-2025 NCSC Board Intentions Survey: I will be sending an email today with a survey for everyone to share their intentions for next year. Filling out the survey is not committing to anything for next year, but it does help us know what roles need to be recruited for next season. If you have interest or questions about another role, feel free to mark that in the survey. We are happy to answer any questions.

Old Business: Binders. In April I need to check over binders. Please make sure you are typing up your AARs now. Binders will need to be handed in at the May board meeting. Some jobs may need to hold on to their binders through May, that is fine. If you have any questions or help, please let me know.

Votes Needed: Updated Job Descriptions: The proposed updates were emailed to everyone for review on January 28th by the recording secretary. See Addendum for complete Job Description Updates

Chastine moved to approved the job descriptions based on all edits made today and previously, Jen seconded: Unanimous votes to approve (9)

Income:

Expenses:

Volunteer Hours: 40 hours

Community Outreach: Chastine Bobbitt

New Business: There is no community outreach for March due to the Spring Fundraiser event. The April community outreach will be the House of the Good Shepard (from January), since we had to cancel our January event due to the weather.

Community Grants Application: The 2024 Grant Application was updated, and the PR Chair has posted to the Facebook page. All community outreach organizations from this current season have been personally emailed with the grant application and details as well as the community outreach groups from last season, 2022-2023.

Community Grant Application Proposed Timeline

- Grant application opens: February 1, 2024
- Application Deadline: April 1, 2024
- Committee meets: Sometime between late April- early May.
- Checks cut by: Will be given at the May Derby event on May 21, 2024.

April: Donation items needed new clothes all ages all sizes

Dropped off the donations from February social to the Salvation Army yesterday

Please send applications to any local nonprofits, we have received a few applications so far.

Grant Committee – will meet one time, team needs to consist of: consisting of the President, Senior Advisor, Treasurer, Honorary President, (the aforementioned members shall not have a vote), four (4) other General Membership members and one (1) Honorary Member. The voting members on the committee shall be the four (4) General Membership Members and the Honorary Member; - updated this in the job descriptions for next year to have a smaller committee

Old Business: Community Outreach for the month of February was supporting the Salvation Army's Warming Center in Watertown. We received a lot of donations!

Toddler Club Valentines Party was a huge hit with our highest attendance of the season!

Working on volunteers for the Spring Fundraiser.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 6

Fundraising: Ruth Quigley

New Business:

North Country Carnival: March 22nd Doors Open 5:45

Publicity: Invitation is live on Facebook and Cheddar Up. Please purchase your tickets and share any/all posts you see online.

Symphony is working on a publicity plan to include marketing to the surrounding community.

Ticket sales close on March 7th.

Carnival Games: 5 from sub clubs, 2 extras pulled from the cage. Stephanie and Patti are working with the sub club leads to create clear signage for the rules for their games, and signage for the event as a whole

Using the ski jump and nerf gun poker from the cage for the two extra games. See "Social" for list of games

Additional Items:

Working on prizes for the Snowshoe Cup Winner, best decorated snowshoe and opportunity prizes to use for game tickets.

Currently looking for an emcee- in contact with local media folk

Going to Zero Dock Street on Friday to confirm information for dinner, and decor

Sarah is coordinating volunteers for the day of - Be on the lookout for volunteer sign up genius

Future Fundraising Committee Meetings:

Feb 26 9:30

March 8 9:30

March 13 - after board meeting

March 22 - spring fundraiser!!

Email to membership is set to go out today, will share this with the senior spouses \$15 per snowshoe, \$100 for a team to enter the race, we are getting \$85 in profit - Asked woodworker he would donate a grand prize for the event too

Purchasing 20 snowshoes – will need an e-vote for this Veronica and Dylan both volunteered to etch the item, we could etch the thing with their names and keep it as a bragging right

Once we get the first entry – begin promoting online

Patti – add team name to Cheddar Up

Option to auction off your snowshoe after (can add it to the live auction – will discuss more at Fundraising Committee)

Big wooden dice from Veronica

Will reschedule for Zero Dock Street to see the venue

Old Business:

Votes Needed: Pending Budget Review, \$100 for purchasing prizes for the snowshoe cup, budget for decorations, \$300 for snowshoes for race

\$325 for snowshoes, and \$100 for prizes – will do an e-vote

Income: None

Expenses: None

Volunteer Hours:

Historian: Symphony Lefeao not present, read out by Parliamentarian

New Business: Getting ideas for photo ops for the spring fundraising event with the committee.

Has a schedule conflict for the spring fundraiser, she has found someone to cover photographs

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 12 hours

Hospitality: Jen Blik

New Business: Suggestions?? Anyone interested or good for the job? Thus far we are at approx \$400 profit for opportunity ticket sales! :) HUGE thank you to the board members with small businesses for their donations—those have been huge ticket purchase items!!

We are looking for a person to take over next year

Old Business: None

Votes Needed: None

Income: \$335

Expenses: \$143.27 Various Months Opportunity Prizes

Volunteer Hours: 5

Membership: Allie Iacovelli

New Business: Membership jotform is officially auto populating again - I had to create a new google sheets form under my NCSC email so if anyone needs it shared with them please let me know (it's already been shared with 2nd VP, recording secretary, and fundraising). The old roster is no longer up to date. I have reached out to Garland City via email about hosting a “Brunch with the Board” on Sunday March 10th from 1-3pm. If I don't hear from them in the next couple of days I will just go in and chat in person. Thoughts on this being a kid friendly event? I sent Symphony a graphic to post reminding members to bring a pal to sub club events as a way to bolster membership (Kara said she was still having trouble with the logins for FB/Instagram). Lastly, we have gained 6 new members since the new year! Yay!

If you need access to the new Up To Date Roster, please let Allie know.

If you have the old roster the name has been updated, please disregard this.

Brunch with the Board – Garland city can host us March 10th 1-3 PM

Will be a kid friendly, casual event for prospective members, current members, and prospective board members. Free to members, see “President” for vote to have a menu

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 5

ODYD: Tiff Gallo, attended virtually

New Business: I’m currently working on 2 SFRG events for upcoming balls.

Old Business: ODYD deployed 15 dresses and received 29 dress donations for the month of January. I’m still working on updating our inventory and getting new volunteers started.

Inventory is ongoing, difficult coordinating with volunteers to find times to work and be trained. Getting there, will have more availability soon on Tiff’s end. 5 interested volunteers.

There is a flier to set up a Ball Etiquette class Kelly may be interested in presenting – lets get this course scheduled and plugged in.

Word is still getting out, we have 3 SFRG events as of this morning.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours:

Off The Beatin’ Path Gift Shop: Dylan Screen

New Business:

-The gift shop advisory board met on the 31st to update the SOP and binder information. We will be meeting again to go over final changes and for Molly to sign off on our binder.

-We got in some new hats, beanies, decals and stickers

-New sweatshirts with new designs

-We should be getting in some new Pando Commando items this month as well!

SOP Binder should be done by tomorrow to be signed by Molly

NCSC needs to pay for the other half of the printer – Dylan needs to fill out a reimbursement form with a copy of the receipt (paperwork was provided to Dylan)

Could we offer printing to the community? – need to explore this for next year. Come during open hours, free 10 pages (similar to the library) Could offer a donation jar to support maintenance, ink and paper costs.

Old Business: Sales have been slower after the holiday season, and we are hoping it will pick up after winter break!

We should hopefully have more blankets in the next few weeks.

Votes Needed: None

Income: \$1,907.95 **Store:** \$1,214.58 **Consignor:** \$693.58

Expenses: \$301 (office/ mailing supplies, pottery order)

Volunteer Hours: 5.5 hours

Property Manager: Ameer Kerr

New Business: Working on an updated organization system for the cage so that similar items are better grouped together.

Creating labels, working on getting a better list and system so we can promote items to be used for balls.

In Syracuse there is a brand new building space National Veterans Resource Center - great ball space for 200 people, free space University of Syracuse's catering. Lu will get the information for this to everyone: Dr. Sebastian Modrow (315) 443-4681, smodrowsyr.edu

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 2

Publicity: Kara Browning not present, read out by Parliamentarian

Meeting with Nicole on Saturday to complete the full onboard

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Reservations: Patti Agard - Interim - Open Position

New Business:

From Palentines:

RSVP Ticket Sales: \$646 total, \$119 for annual members, Net total: \$527

- 39 RSVPS

- One ticket was paid via day of: Karyn Carbone, and one member paid for an extra lunch

- Codes Used: 6 (\$119)

- Total Attendees: 35

- People did not show (1 guest - Salvation Army, 4 members)

- 4 members brought and paid for a non-member as a guest

Opportunity Ticket Sales:

- Total Revenue \$335

- Total Tickets sold: 472

- Tickets sold day of: 102

- Birthday Tickets: 6

\$721 was transferred from Cheddar Up on 2/6, the remaining will be transferred on 2/12

Link is live for the Spring Fundraiser on Cheddar Up

Old Business: None

Votes Needed: None

Income: None (See 2nd VP and Hospitality)

Expenses: None

Volunteer Hours: None

Retiree Rep: Kelly Bice not present, read out by Parliamentarian

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Scholarships: Mariah Blackbird-Perry

New Business:

- No applications received yet.
- ZehShin Yamada consideration for NCSC 2024 Scholarship.
- Board positions
 - Will confirm at meeting.
- Discuss
 - Awards ceremony
 - NCSC Scholarship Committee Meeting

The committee is filled

Working to get University of Syracuse to come and walk through college application process. Jefferson CC also does this, we should bring this information to our members and have them come here as well.

Sent the email blast out to the roster of local school representatives

Interest in older students asking.

Received an inquiry about a veterinary program, he is a sophomore and is on a fast paced track for the college. They are a DOD card holder, not a senior. Requirement: need to be enrolled full time? We should send him to the Thrift Shop for a grant, they do not meet the 2 yr, 4 yr, or full time requirements from our requirements.

Committee Meeting will happen during a weeknight this month, scheduling this with the committee members.

What is the date committees have to have met by? Grants – they can write check on site.

We need to know from spring carnival the budget we are operating on to give to members.

Old Business: Molly and I got connected to Robin at the youth center and took applications over this past weekend. Was great!

Votes Needed: 0

Income: 0

Expenses: 0

Volunteer Hours: unsure

Social: Stephanie Spika Hickey - Open Position

New Business: Yet another month without any notable issues. All sub-clubs have been meeting approximately once a month, and leads are checking with Stephanie before scheduling future

dates to ensure we don't double-book activities.

All sub-clubs have been asked to participate in the Carnival fundraiser by hosting a game/booth/activity.

Confirmed:

Beer, Wine and Spirits – Wine and Liquor Pull
Crafting – Photo Booth
“Book” Club – Book Race

Suggested by not Confirmed:

Game Club – Left, Right, Center
Toddler Club - TBD

Not Participating:

Hiking Club
Lunch Bunch

Future dates scheduled for sub-club activities include:

February

16 - Lunch Bunch 12 PM
16 - “Book” Club 7 PM
21 - Hiking Club 12:30 PM
24 - Beer, Wine and Spirits Club 4 PM
26 - Crafting Club 6 PM
29 - Toddler 10 AM

March

7 - “Book” Club
9 - Beer/Wine and Spirits Club
16 - Game Club 3 PM
19 - Crafting Club 6 PM
22 - Toddler 10 AM
28 - Toddler Club 10 AM

April

5 - “Book” Club
13 - Beer/Wine (daytime)
18 - Toddler Club 10 AM

May

2 - “Book” Club
4 - Beer/Wine (daytime)
9 - Toddler Club 10 AM
23 - Toddler Club AM

Old Business: None
Votes Needed: None
Income: None
Expenses: None
Volunteer Hours: 10

Volunteer Coordinator: Sarah Vanderleest

New Business: NSTR

Old Business: Cross-referenced all filled board positions + names with what's listed in VMIS. I need the following people to register in VMIS and select their Board position:

- Ruth Quigley
- Symphony Lefao
- Jen Blik
- Allie Iacoavelli
- Tiff Gallo
- Ameer Kerr
- Kelly Bice
- Patti Agard (registered in VMIS but I can't assign her role, not sure why)

I added the following people to their respective roles:

- Nicole Lockhart
- Chastine Bobbitt

Let me know if you need help getting registered! I can also create an account for you if you'd like. Let me know!

If your name is here, please register for the VMIS account. OR send Sarah your email address your registered with so she can verify your account.

Votes Needed: N/A

Income: N/A

Expenses: None

Volunteer Hours:

Honorary President: Lu Anderson

Introductions from the board

Reminders that we are human, and we should not take things personally. Personality and cultures we don't have to take personally. We cannot control anyone's actions, but we need to lift each other up. We can control our individual reactions. Focus on reacting with positive intent.

Advisor: Veronica Clarke

Addendum

Constitutional Amendments Approved 2/9/2024

Amendment: Article 3 , Section 5

No NCSC Executive or Governing Board Member, or their immediate family member, is eligible to monetarily profit from any NCSC action or activity which involves payment from NCSC. This policy does not apply to scholarships and/or community grants

Amendment: Article 4 , Section 5

Membership Conduct Amendment

Any member, board member, or prospective board member, engaging in bullying (physical/verbal/cyber) or aggressive behavior, disturbing other members' or the club's well-being, acting without integrity, or any behavior the board deems inappropriate and destructive to the club's environment, shall be subject to immediate removal from the club. This process requires written documentation of the issues provided to the president and/or the advisor to establish a pattern of behavior. The removal process requires a majority vote of the executive board and the approval of the advisor and honorary president(s). Members engaging in such behavior could face consequences up to not being allowed to join the board in the future and are subject to the possibility of not being allowed to rejoin the club as a member in future years per the determination of the executive board, advisor and president

The American Psychological Association defines bullying as: A form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle action. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.

Updated Job Descriptions: Sent 1/28/24

SECTION II. FIRST VICE-PRESIDENT

1. Shall attend all Governing Board meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall assist the president in all functions of the NCSC, assume the president's duties in her absence, and succeed to the said position should a vacancy occur;
5. Shall be responsible for coordinating Welcomes and Farewells for the Commanding General Spouse, Division Command Sergeant Major Spouse, Deputy Commander of Operation Spouse and Deputy Commander of Support Spouse;
6. Shall be responsible for selecting a token of appreciation for the President;
7. 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 in May
8. Shall maintain and report a detailed monthly record of all income and expenses related to the position at each board meeting;
9. Shall maintain a position profile within VMIS and record monthly volunteer hours; Shall assist the treasurer and perform said duties of the treasurer in her absence.
10. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president;
11. Shall plan and coordinate with Parliamentarian a Changeover Ceremony to be conducted at the May Luncheon;
12. Shall be bonded;
13. Shall be at all fundraising events to facilitate building and property access;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall be responsible for organizing and coordinating major fundraisers. The Governing Board may approve any additional fundraisers and additional chairpersons to oversee;
16. Shall be allowed to appoint a committee chairperson for each fundraising event. Committee members shall have no vote at Governing Board meetings. Suggested Chair Positions: Tree and Wreath Auction and Spring Fundraiser;
17. Shall deposit monies with Treasurer within 7 days upon receipt;
18. Shall ensure compliance with Fort Drum's fundraising rules and regulations;
19. Shall work closely with Donation Coordinator-Fundraising, Reservations, Social, Hospitality, Volunteer Coordinator, and additional chairs for fundraising events and various projects.

SECTION III. SECOND VICE-PRESIDENT

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Board;

3. Shall assume any duties deemed necessary by the president;
4. Shall coordinate programs for NCSC sponsored luncheons;
5. Shall be responsible for finding vendors for each luncheon;
6. Shall gather “talking points” and announcements for monthly luncheon from Board Members;
7. Shall maintain a position profile within VMIS and record monthly volunteer hours;
8. Shall maintain a detailed monthly record of all income and expenses related to position;
9. Shall not go into a binding contract for the North Country Spouses Club;
10. Shall maintain and update board notebook to include:
 - a. Complete job descriptions 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 materials shall be given to successors at the joint Governing Board Meeting in May.
11. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president and 1st VP;
12. Shall work closely with Reservations, Hospitality, and Community Outreach for events.

ARTICLE III –

COMMITTEES SECTION I. APPOINTED CHAIRPERSON(S)

1. The President shall appoint the chairperson(s) of the following standing committees as deemed necessary:
 - a. Historian
 - b. Reservations
 - c. Social
 - d. Membership
 - e. Hospitality
 - f. Volunteer Coordinator
 - g. Publicity
 - h. Donations Coordinator - Fundraising
 - i. Community Outreach
 - j. Scholarships
 - k. Property Manager
 - l. Off the Beatin’ Path Representative
 - m. Retiree Representative

SECTION II. CHAIRPERSON RESPONSIBILITIES AND JOB DESCRIPTIONS

HISTORIAN

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall be responsible for maintaining a historical file of the NCSC year in the form of a digital scrapbook;
14. Shall photograph and/or video all NCSC events;
15. Shall have administrative access to Facebook and Shutterfly to post photos in a timely manner;
16. Shall be responsible for the upkeep and accountability of the old scrapbook collection.

HOSPITALITY

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing

- Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;
 13. Shall purchase and oversee all aspects of opportunity items;
 14. Shall ensure that all monies from opportunity items are turned over to Treasurer prior to leaving an event;
 15. Shall greet members and guests at the door;
 16. Shall work closely with other appointed chairs;
 17. Shall work closely with 1st and 2nd VP for opportunity items at events as needed.

SOCIAL

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall establish board-approved sub-clubs, which are groups within the NCSC that members may join to pursue personal interests or hobbies;
14. Shall be responsible for ensuring all sub-club members are NCSC members;
15. Shall appoint sub-club chairs to each sub-club group and maintain POCs for each sub-club;
16. Shall coordinate with sub-club chairs to establish dates, locations and times for all sub-club meetings. In the absence of a sub-club chair, the Social chairperson will decide above mentioned;
17. Shall evaluate sub-clubs for lack of interest to determine if said sub-club should be terminated;
18. Shall be responsible for getting all sub-club information to the Publicity Chair for dissemination on Social Media;
19. Shall work closely with 1st VP to coordinate sub-club support for fundraising events;
20. Shall coordinate with sub-club chairs to share current NCSC business at each sub-club meeting.

MEMBERSHIP

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall coordinate with the 1VP/2VP the planning of Membership Drive to be held in August and a half price membership event in January;
14. Shall collect membership applications, dues and maintain a current membership roster on file;
15. Shall provide reservations chairperson with new member list within 24 hours of sign up to ensure new member receives invitation for the next luncheon;
16. Shall review NCSC membership form at the beginning of NCSC year (June) and report any changes to the publicity chair;
17. Shall provide an updated roster to the president and reservations chair as needed;
18. Shall provide updated membership numbers at monthly NCSC meeting;
19. Shall order NCSC pins to new members;
20. Shall recommend the membership fees to the Governing Board for a vote by the July board meeting for approval;
21. Shall design and distribute membership forms with updated information with board approval;
22. Shall coordinate with Reservations to introduce new members and guests at luncheons.

PUBLICITY

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 submit a detailed monthly report of all activities, income and expenses related to position

- at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
 7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
 8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
 9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
 10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;
 13. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
 14. Shall have the responsibility for all publicity for organization to include newspapers, posters, signs, banners and social media based on approval from the President;
 15. Shall maintain, along with the Recording Secretary and Corresponding Secretary, all social media accounts (i.e.: Facebook, Website, and e mails).

RESERVATIONS

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall report reservations to the point of contact for the given event;
14. Shall be responsible for luncheon sign-in and collection of money;
15. Shall be responsible with the Treasurer for collection of monies due from no show reservations;
16. Shall make name tags for members upon an RSVP to an event. Shall be responsible for creating and ordering permanent name tags for members who purchase them. Shall collect permanent name tags and bring them to subsequent NCSC functions when requested by members;

17. Shall ensure monies are counted and given to the Treasurer or designee before leaving the event;
18. Shall confirm receipt of RSVP with the Luncheon Cancellation Policy;
19. Shall work with other chairs (1 & 2 VP, Membership) to coordinate invitations and RSVPs for events;
20. Shall coordinate with Membership to introduce new members and guests at Luncheons.

COMMUNITY OUTREACH

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall chair the annual Community Outreach Grant Meeting meetings consisting of one board member, two general membership members, and the NCSC President;
14. Shall coordinate any special events related to Community Outreach. May appoint a chairperson(s) to assist with said special events. Any appointed chairperson for a special event shall not have a vote at governing board meetings;
15. Shall publish and maintain Community Outreach applications. Shall publicize Community Outreach application process;
16. Shall investigate community needs and requests for assistance and submit finding and recommendations to the Governing Board;
17. Shall compile a list of recipients of monthly donations collected at luncheons, coordinate with recipients and ensure delivery of all donations.

SCHOLARSHIPS

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall chair the annual scholarship committee meetings consisting of one board members, two general membership members, Fort Drum Thrift Shop Vice Chairman (to serve only as a Fort Drum Thrift Shop Liaison for as long as the Fort Drum Thrift Shop is giving a scholarship at the NCSC ceremony) and the NCSC President;
14. Shall lead the scholarship committee in securing other Scholarship Sponsors and/or Donors;
15. Shall review the current scholarship application and make any necessary changes/adjustments, prior to the application being released to the public;
16. Shall verify that the applications received meet all requirements and the applicants are eligible;
17. Shall ensure approved application packets are prepared and delivered to the judges in a timely manner;
18. Shall obtain judges that will consist of three people from the local community (non-NCSC members), one NCSC Board Member and one General Membership Member. All judges will remain anonymous and known only to the scholarship committee;
19. Shall ensure that the sponsored scholarships are awarded based in accordance with the donors/sponsors set requirements;
20. Shall work with the NCSC Publicity Chair to obtain local media coverage and publicizing the Scholarship Program throughout the local community, the Fort Drum community, the NCSC Website and NCSC Facebook page;
21. Shall send all recipients an approval letter and an invitation to the Scholarship Ceremony;
22. Shall send letters to all applicants not receiving a scholarship; Shall turn over a recipient list immediately to the Treasurer;
23. Shall set the date, secure the location, obtain the guest speaker and see to it that all preparations for the scholarship ceremony are accomplished in a timely manner;
24. Shall be the Master of Ceremonies;
25. Shall, along with the NCSC President, award recipients at the scholarship ceremony.

PROPERTY MANAGER

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall be the custodian of Club Property;
14. Shall maintain a correct inventory and price list items for rentals;
15. Shall conduct a yearly inventory of Club Property;
16. Shall ensure monies are counted and given to the Treasurer within 7 days of property rentals.

DONATIONS COORDINATOR - FUNDRAISING

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall work alongside the 1st VP to coordinate and procure donations for fundraising events;
14. Shall initiate and grow lasting partnerships with residential donors, area businesses, and Fort Drum Tennant Units to acquire donations to the North Country Spouses Club.

VOLUNTEER COORDINATOR

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall maintain and approve volunteer hours in Volunteer Management Information System (VMIS);
14. Shall work with Board Members to recruit and organize all volunteers for special functions: i.e. Mountainfest, Welcome Party, International Food Festival, holiday party and any other special function that the 1st Vice President shall be in charge of or that which the President deems necessary;
15. Shall be allowed to select an NCSC Volunteer of the Quarter and recognize said member at the General Membership Meetings;
16. Shall attend the Volunteer of the Quarter Ceremony, in the absence of the President, when an NCSC volunteer is being recognized;
17. Shall work with the fall/spring fundraiser chairs to recruit and organize all volunteers for their events;
18. Shall work closely with 1st VP, Operation Deploy Your Dress Rep and Off the Beatin' Path Rep to coordinate volunteer support.

OFF THE BEATIN' PATH GIFT SHOP 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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;

6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall ensure the policies of the OTBPG are within the consent of the NCSC Board;
14. Shall establish, with the approval of the President, an OTBPG Advisory Council comprised of the President, Senior Advisor appointed by the Honorary President, Treasurer and Gift Shop Manager;
15. Shall, with the OTBPG Advisory Council, annually update the OTBPG SOP and all vendor contracts, in accordance with ARTICLE V of the By-Laws. The current SOP shall be kept as an addendum to the NCSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board;
16. Shall ensure that the OTBPG follows all constitutional guidelines of the NCSC;
17. Shall prepare the annual OTBPG budget in consultation with the OTBPG Council. The budget must be presented to the NCSC Board for approval by the September NCSC board meeting;
18. Shall present the OTBPG financial statements to the NCSC Board on a monthly basis;
19. Shall, in the event of vacancy of salaried positions, and with the President and OTBPG Advisory Council, review and select qualified applicants for the position;
20. Shall report to the President;
21. Shall maintain a record of inventory of items for sale at all times;
22. May coordinate and promote the sale of items from OTBPG to be sold at General Membership Meeting and NCSC functions.

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 submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
5. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
6. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
7. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;

8. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
9. Shall maintain NCSC e-mails that are provided for each Committee;
10. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
11. Shall not go into a binding contract for the North Country Spouses' Club;
12. Shall ensure the policies of the ODYD are within the consent of the NCSC Board;
13. Shall ensure that the ODYD follows all constitutional guidelines of the NCSC;
14. 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 September NCSC board meeting;
15. Shall present the ODYD financial statements to the NCSC Board on a monthly basis;
16. Shall report to the President;
17. Shall always maintain a record of items inventory;
18. Wear ODYD aprons to be easily identifiable to customers and create a team spirit.

RETIREE REPRESENTATIVE

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be one (1) of two (2) allowable Associate Members appointed to the Governing Board per NCSC Constitution Article IV, Section 2;
3. Shall be a voting member of the Governing Board;
4. Shall promote the social, membership and community outreach activities of the NCSC;
5. Shall act as a community liaison to the local community by reporting on community events of interest to the club;
6. Shall pay annual dues;
7. Shall have all rights and privileges of the NCSC Membership;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
10. Shall serve no more than one (1) year to the Governing Board per NCSC Constitution Article IV, Section 2.