

Maxwell-Gunter Officers' Spouses' Club
President
Job Description

- Read and comply with MGOSC Expectations for All Board Members.
- Exercise necessary supervision/management to ensure the orderly operation of the MGOSC. Ensure all duties and requirements outlined in the MGOSC bylaws are fulfilled.
- Since the academic year drives the rhythm of MAFB, summertime organization is critical to the success of MGOSC. With the Membership Chair, organize MGOSC representation at student spouse welcome events including International Family Orientation Program (IFOP) in late June and Air Command and Staff College (ACSC) and Air War College (AWC) orientations in August.
- Appoint members of the Board with the approval of the elected officers.
- Assign and define supervisory duties of 1st and 2nd Vice Presidents.
- Call and officiate at Board of Directors and Executive Council meetings. Preside at all general membership meetings (socials).
- Have the option of being an ex-officio member of all committees except Nominating.
- Submit an article for each Briefing, and approve publication of the Briefing prior to printing.
- Act as a liaison to the Wing Commander and 42d Force Support Squadron/FSR (Private Orgs).
- Coordinate closely with accountants to ensure audits (for charitable account) and tax returns (for both accounts) are completed by Aug 15th for state taxes and Oct. 15th for federal taxes.
- Co-sign checks as necessary.
- Maintain an accurate record of club activities.
- At year's end, facilitate the success of the next board year. Most importantly, assign accountants to complete the audit and tax returns for the board year. Additionally, approve upcoming year's budgets and inventory and conduct the changeover Board Meeting.
- Coordinate with Secretary to submit May's minutes and EOY financial reports to 42nd FSS/FSR.
- Sign engagement letters with professional accountants as necessary. The review/audit of the Charitable Association account ideally may begin before the end of the fiscal year on May 31, but must be signed as soon as possible thereafter if taxes are to be submitted on time. An engagement letter may not be required for the Admin account if a separate accountant is employed for the Admin account tax returns, due to the relatively small account balance, but arrangements should be in place prior to the end of the board year. Refer to MGOSC Bylaws Article 4: Finances & Taxes, and Section Treasury.
- Serve as tie-breaking vote in Executive Council or Board of Directors Meetings.
- If contacted, attend (or send a representative) to award ceremonies, local civic boards, ROWC and/or Volunteer Advisory Council.