**MAXWELL GUNTER SPOUSES’ CLUB  
2ND VICE PRESIDENT   
JOB DESCRIPTION**Reports to President

1. Read and be familiar with:
   1. MGSC Constitution and By-Laws
   2. MGSC Expectations for all Board Members
   3. Parliamentary Procedures; how to make a motion
   4. Private Organization Guide and Relevant AFIs
2. Keep Notebook Current:
   1. Board Organizational Chart and Roster
   2. Annual Charitable, Thrift Shop and Administrative Budgets
   3. Monthly Thrift Shop Operational Statements
   4. Monthly Board and Committee Reports
3. Board duties and responsibilities:
   1. Perform duties of the 1st Vice President when absent, and other duties as delegated by the President
   2. Supervise standing committees assigned to 2nd VP, by the President, with the approval of the Executive Council
      1. Charitable Treasurer
      2. Thrift Shop Liaison
      3. Thrift Shop Manager
      4. Charitable Chair
      5. Scholarship Chair
   3. Ensure all subordinate committees operate in accordance with approved guidelines
   4. Send monthly board report and agenda items to the MGSC Secretary via email by established deadline
   5. Attend monthly Executive Board meetings and General Board meetings
   6. Attend monthly Thrift Shop, Charitable, and Scholarship committee meetings and serve as voting member of these committees. If there is no designated Chairperson for these committees, 2nd VP will lead such meetings.
   7. Ensure Charitable Chairperson and Scholarship Chairperson are meeting deadlines as listed in their job description
   8. Co-sign checks for the Charitable checking account and Administrative checking account as necessary
   9. Along with Thrift Shop Liaison, review the Thrift Shop Handbook annually (typically in March-April), make sure it is submitted to the 42d FSS in June and maintain updated e-copy
   10. Volunteer a minimum of 4 hours per month in Thrift Shop
4. Year End
   1. Submit end of the year report to President for the May Board Meeting
   2. Provide input to the Charitable Treasurer for Charitable Budget preparation in May
   3. Sign letter of Engagement Letter with CRI and ensure Charitable Treasurer submits all required documentation for annual financial review
   4. Review and update job description when requested
   5. Ensure notebook and information are current and provide continuity notes for future 2nd VP