**MAXWELL GUNTER SPOUSES’ CLUB
THRIFT SHOP LIAISON
JOB DESCRIPTION**Reports to 2nd Vice 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, how to vote
	4. Private Organization Guide and Relevant AFIs
2. Keep Notebook Current:
	1. Board Roster and Organizational Chart
	2. Charitable, and Thrift Shop Budgets
	3. Monthly Thrift Shop Operational Statements
	4. Monthly Board and Committee Reports
	5. Current Thrift Shop Handbook
3. Board duties:
	1. Shall be appointed by the MGSC President and must be a member of the MGSC.
	2. Shall be the liaison between the Thrift Shop Committee and the MGSC.
	3. Attend monthly Board meetings
	4. Send monthly report to the MGSC Secretary via e-mail by established deadline
	5. CC 2nd Vice President on all correspondence
	6. Lead monthly Thrift Shop Committee meetings
	7. Give End of Year Report to 42FSS in June
4. General Responsibilities
	1. Must be a Thrift Shop Volunteer – Four hours per week
	2. Shall be chairman of the Thrift Shop Committee meetings as a non-voting member
	3. Shall serve on the MGSC Charitable Committee and may serve on the Scholarship Committee.
	4. Along with the managers shall obtain approval from the Thrift Shop Committee, for unbudgeted expenses.
	5. Make sure the Thrift Shop liability insurance is reviewed in September, up to date and filed with 42nd FSS along with any bonding requirements for employees, if necessary, in conjunction with the MGSC President, 2nd Vice President and Manager.
	6. Along with the Manager shall keep an ongoing record of changes in policies and procedures made at monthly Thrift Shop Committee meetings and ensure that this information is updated on all copies of the Thrift Shop Handbook. At the end of the year, ensures that all changes in the policies, job descriptions, and procedures are retyped and approved by the Thrift Shop Committee as required. Assure that copies of the above are distributed to all Thrift Shop Committee Members.
	7. Shall be an active recruiter of Thrift Shop Volunteers. Must be present to represent the Thrift Shop at socials and activities (ex. ACSC/AWC orientations).
5. Year End
	1. Submit end of the year report to President and 2nd Vice President for the May Board Meeting
	2. Review and update job description as necessary.
	3. Ensure notebook and information are current and provide continuity notes for future Thrift Shop Liaison
	4. Confirm that the MGSC President and 2nd Vice President review/audit of the financial records is completed at the end of the financial year (1 June to 31 May) or whenever there is a change in bookkeeper or Thrift Shop Manager. The findings are reported to the Thrift Shop Committee and MGSC Board.
	5. Oversee a yearly review of the Thrift Shop Handbook policies, procedures, and job descriptions by the Thrift Shop Committee.
		1. Annually, in May, reprint the Thrift Shop Handbook with all changes and replace hard copies for the Thrift Shop Committee.
		2. Annually, in May, give electronic copy of Handbook to MGSC President, Second Vice President, Secretary, Advisor and Parliamentarian.