

Maxwell-Gunter Officers' Spouses' Club
Thrift Shop Liaison
Job Description

Reports to 2nd Vice President

1. Read and be familiar with:
 - a. MGOSC Constitution and By-Laws
 - b. MGOSC Organizational Chart
 - c. Parliamentary Procedures
 - d. How to make a motion
 - e. Private Organization Guide

2. Keep Notebook Current:
 - a. Board Roster
 - b. MGOSC Constitution and By-Laws
 - c. MGOSC Organizational Chart
 - d. Parliamentary Procedures
 - e. Thrift Shop Volunteer Roster
 - f. Administrative & Charitable Budgets
 - g. Board and Committee Reports

3. Board duties:
 - a. Shall be appointed by the MGOSC President and must be a member of the MGOSC.
 - b. Shall be the liaison between the Thrift Shop and the MGOSC.
 - c. Attend monthly Board Meetings (normally the 2nd Wednesday of the month)
 - d. Monthly report sent to the MGOSC Secretary via e-mail
 - e. Monthly financial report sent to MGOSC Secretary via e-mail
 - f. End of year review and update handbook

4. General Responsibilities
 - a. Must be a Thrift Shop Volunteer - Four hours per week is desired.
 - b. Shall be chairman of the Thrift Shop Board Meetings.
 - c. Shall ensure, along with the MGOSC Recording Secretary, that minutes of the Thrift Shop Committee meetings are typed and e-mailed to the Thrift Shop Committee members.
 - d. Ensure expenses are approved & within the budget.
 - e. Provide after action report for special functions when applicable.
 - f. May serve on the Scholarship and the Charitable Committee as a non-voting member.
 - g. Shall follow hiring procedures contained in the Thrift Shop Handbook with the assistance and support of the Thrift Shop Committee, hire Thrift Shop employees and independent contractors. Will make sure terms of employment are signed and dated for any positions. Will make sure any salary changes have Thrift Shop committee approval.
 - h. Along with the managers shall obtain approval from the Thrift Shop Committee, for any other than normal operating expenditures over \$300 or \$1000 for computer expenses.
 - i. Shall draw up a yearly thrift shop budget in August with the assistance of the Thrift Shop bookkeeper. Review the yearly budget in January with the Thrift Shop committee.

- j. Make sure the Thrift Shop liability insurance is up to date along with any bonding requirements for employees. In conjunction with the MGOSC President.
- k. 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, approved as required and distributed. Assure that copies of the above are available for all Thrift Shop Committee Members.
- l. Shall consult with Services and/or the base legal office as the need arises.
- m. Shall be an active recruiter of Thrift Shop Volunteers.
- n. Along with the MGOSC Publicity Chairperson, may write articles for the MGOSC newsletter. Supply information to Family Support and other organizations on base when needed.

5. YEAR END:

- a. Submit end of year report to President by May board meeting.
- b. Review and update job description
- c. Ensure notebook and information are current.
- d. Ensure a 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.
- e. Oversee a yearly review of the Thrift Shop Handbook policies, procedures, and job descriptions by the Thrift Shop Committee.
 - 1. Submit changes to the MOGOS President for approval.
 - 2. Major changes need to be submitted to Services and the 42nd Air Base Wing Commander for approval.
 - 3. Annually, in May, reprint the Thrift Shop Handbook with all changes and replace hard copies - Thrift Shop Manager and Thrift Shop Liaison.
 - 4. Annually, in May, give computer back up copy to MGOSC President, Honorary President, and Parliamentarian.