

Office Descriptions

PRESIDENT

- Presides at all meetings of the WPOSC and the Board of Governors.
- Appoints (with the approval of the Executive Committee) all Appointed Officers.
- Fills vacancies in the other elected offices.
- Volunteers at the Thrift Shop.
- Reviews and signs all audit reports and is an ex-officio member of all committees.

FIRST VICE PRESIDENT

- Performs the duties of the President in his/her absence.
- Serves as Protocol Officer for all WPOSC functions.
- Co-chairs the December Holiday Brunch.
- Sits on the Executive, Admin Budget, Activities, Membership and Governing Documents Review Committees.
- Performs such duties as may be delegated by the President.

SECOND VICE PRESIDENT

- Performs the duties of the 1st Vice President in his/her absence.
- Serves as Protocol Officer for the Board of Governors.
- Co-chairs the December Holiday Brunch.
- Sits on the Executive, Thrift Shop, Welfare, Scholarship and Governing Documents Review Committees.
- Performs duties as may be delegated by the President.

SECRETARY

- Records the minutes of all meetings of the WPOSC and Board of Governors and posts them.
- Custodian of the permanent records of the WPOSC. Sits on the Executive, Admin Budget and Governing Documents Review Committees.
- Performs any duties delegated by the President.
- Computer experience is required.

ADMIN TREASURER

- Custodian of Admin financial records and accounts of the WPOSC.
- Responsible for ensuring OH tax and income tax statements are filed; and is accountable for all money in the Administrative Fund.
- Presents books for audit upon resignation or completion of terms of office and presents all audit reports to the President for review and signature.
- Chairs Admin Budget Committee and sits on Executive and Activities Committees.
- Computer experience is required.

WELFARE TREASURER

- Custodian of Welfare financial records and is accountable to the WPOSC for all money in the Welfare Fund.
- Presents books for audit upon resignation or completion of term of office.
- Computer experience is required.



TAKING APPLICATIONS FOR THE 2017-2018 Board of Governors

It's that time again to consider running for an executive office on the WPOSC Board of Governors. The nominating committee will meet in February to select a slate of candidates. If you would like to be considered for an office, fill out and send in the below form by Thursday, February 12th, 2017. For additional information please contact Cheryl Lloyd at 757-323-4288 or cheryl.lloyd.biz@gmail.com.

Wright-Patterson Officers' Spouses' Club ★ 2017-2018 Candidate Application

Name: _____ Phone No: (____) _____ - _____

Email: _____

Address: _____

Spouse (Name & Rank): _____ Organization: _____

Children (Name & Ages): _____

Anticipated date of departure from WPAFB (departure before May 2018 does not preclude application): _____

Education (Schooling, Training, or Special Courses): _____

Work Experience: _____

Volunteer/Committee Experience: _____

Hobbies, Special Interests, Skills: _____

Please indicate, by numerical order, the offices for which you would consider running.
President, 1st VP and 2nd VP must be Regular Members, as per Bylaws of WPOSC
(includes active duty Commissioned Officer or their spouse).

____ President ____ 1st Vice President ____ 2nd Vice President
____ Secretary ____ Administrative Treasurer ____ Welfare Treasurer

Completion of this application does not assure you of a nomination. It is an aid for the Nominating Committee in selecting a slate of officers. By agreeing to serve on the Board of Governors, you agree to read and abide by the Constitution, the Bylaws, and the Policies & Procedures of this organization.

All applications must be received by Thursday, February 12th, 2017.
Mail to: Cheryl Lloyd, 60 Patterson Road, Oakwood, OH 45419
(or email to cheryl.lloyd.biz@gmail.com)