

2025-2026 EXECUTIVE COMMITTEE APPLICATION



The Nominating Committee is meeting to select a slate of candidates for next year's Executive Committee. If you would like to be considered for an office, please fill out and send in the below form. For additional information, contact Desiree De Garmo at parliamentarian@wrightpattersonosc.org.

All applications must be received by Monday, March 3, 2025

Email to:
parliamentarian@wrightpattersonosc.org

or

Mail to:
WPOSC, Attn: Parliamentarian
P.O. Box 67
Fairborn, OH 45324

NAME:

PHONE NUMBER:

EMAIL:

ADDRESS:

EXPECTED DEPARTURE
FROM WPAFB:

EDUCATION:

WORK EXPERIENCE:

MILITARY SPOUSE
CLUB EXPERIENCE:

VOLUNTEER/COMMUNITY
EXPERIENCE:

HOBBIES:

Please indicate, by numerical order, the offices for which you would consider running. President, 1st VP, and 2nd VP must be regular members, per WPOSC Bylaws (includes active duty commissioned officers or their spouses).

_____ 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 to aid 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.



Executive Committee Position Descriptions

Full job descriptions can be found in Policies & Procedures
on the WPOSC Members Facebook Page

President

- Oversees all WPOSC endeavors, including social, service, and thrift shop operations.
- Presides at all meetings of the WPOSC and the Board of Governors and ensures WPOSC compliance with governance
- Appoints (with the approval of the Executive Committee) all chair positions
- Fills vacancies in the other elected offices
- Maintains a presence at the Base Thrift Shop
- Reviews and signs all audit reports
- Is an ex-officio member of all committees

1st Vice President

- Performs the duties of the President in his/her absence
- Oversees the social side of the WPOSC
- Co-chairs the December Holiday Brunch
- Sits on the Executive, Admin Budget, Social Activities, and Governing Documents Committees
- Fills vacancies in open positions on the social side of the WPOSC
- Performs duties delegated by the President

2nd Vice President

- Performs the duties of the 1st Vice President in his/her absence.
- Oversees the service side of the WPOSC
- Co-chairs the December Holiday Brunch
- Sits on the Executive, Service Activities, Thrift Shop, Welfare, Scholarship, Welfare Budget and Governing Documents Committees
- Fills vacancies in open positions on the service side of the WPOSC
- Performs duties delegated by the President

Secretary

- Records the minutes of all meetings of the WPOSC and Board of Governors
- Custodian of the permanent records and inventory of the WPOSC
- Sits on the Executive, Admin Budget, Governing Documents and Social & Service Activities Committees
- Maintains the WPOSC calendar
- Custodian of keys for Building 95
- Performs any duties delegated by the President

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 Governing Documents Committees
- Microsoft Excel 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
- Chairs Welfare Budget Committee and sits on Executive, Welfare, Governing Documents and Thrift Shop Committees
- Microsoft Excel experience is required