

President #1

Board of Governors (BOG) Elected; non-voting member

Executive Board (EB) Member; non-voting member

Assigned Treasurer Operational Finance Officer

Supervises Parliamentarian, Administrative Coordinator (AC), Operational Finance Officer (OFO), Chief Operations Officer (COO), Charitable Finance Officer (CFO) and Chief Charitable Officer (CCO)

Committees Ex-officio member of all committees except Nominating and Elections Committee

1. The President guides the NASC/NASCCA in day-to-day operations. She/He is responsible for NASC/NASCCA interaction with organizations outside of the NASC/NASCCA –base, local and national. She/He presides over NASC/NASCCA meetings unless a specific chair is appointed. The following are the expectations for any person holding this position.
2. Become acquainted with the NASC Google Drive.
 - a. Password changes to any NASC account must be noted in the [NASC Account Information](#)
 - b. Be cognizant of the official documents called the [NASC/NASCCA](#) Constitution and Bylaws (C&B), Policies & Procedures (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>President folder with the following information:
 - i. Updated job description
 - d. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting. See [Board Report Template](#).
 - e. Ensure Executive Board members are maintaining all necessary Google Drive information.
 - f. Download the Google Hangouts app, check frequently and respond in a timely manner.
 - g. Download the Google Meet app, used for virtual meetings.
3. Take responsibility for the president@nellisasc.com email address, check daily and respond in a timely manner.
4. Be added as an administrator on the NASC Wild Apricot Website, both NASC Facebook pages, along with the Thrift Shop, Airman’s Attic and Cinderella’s Closet pages..
5. Be thoroughly familiar with the job descriptions of every position in order to assist board members with understanding their job duties and how to set goals.
 - a. In case of COO or CCO vacancies, perform or delegate their duties until filled
6. Attend all EB, BoG and Special Committee meetings and Membership Events. Notify COO, Parliamentarian and Advisor if unable to attend any event or meeting.
 - a. Assist Parliamentarian in ensuring all BoG members’ dues are current in order to vote.
7. Assist Thrift Shop (TS) Manager with maintaining all NASC keys, garage door code and sign-out lot sheets. All spare keys are kept in the TS safe.
 - a. Airman’s Attic garage code and TS key holder: President, CCO and TS Manager
 - b. USPS box key holder: AC and TS Manager
 - c. Cinderella’s Closet (CC) key holder: President, AC, COO, CCO and CC Chair
8. Be cognizant of the NASC/NASCCA budgets. Any questions can be directed to the OFO or CFO.
9. Consult with your Parliamentarian on all matters pertaining to proper procedures and rules IAW Robert’s Rules of Order Newly Revised (RONR) if matters are not covered in the Constitution and Bylaws (C&B) or Policies & Procedures (P&P)
10. Sign all NASC/NASCCA/TS bank signature cards. Gain access and become acquainted with online

banking.

11. Co-sign as necessary, checks, vouchers, contracts and fundraising requests (open to the public) for the NASC/NASCCA with the responsible EB member.
12. Reserve the right to review/approve all publicity releases and announcements.
13. Act as official representative for the NASC/NASCCA at Nellis and Creech, as requested. Notify COO and Advisor if unable to attend the event.
14. See [President Timeline](#)

Protocol:

1. In conjunction with the EB, contact the new Honorary President and Honorary Vice President and all incoming Advisors and make them feel welcome.
 - a. Plan a receiving line and head table with Parliamentarian and Event Coordinator (EC), if appropriate to welcome incoming Honorary President, Honorary Vice President and Advisors at their first available event, as well as their final event.
 - b. The President shall ask the Advisors to serve a one-year term in an advisory capacity to EB, BoG, or Special Committees.
 - c. Introduce BoG at the first Membership Event. Introduce Honorary President, Honorary Vice President and Advisors at every NASC/NASCCA event.
2. Escort visiting spouses of Flag Officers and Distinguished Visitors to NASC/NASCCA events. Introduce them to the Honorary President, Honorary VP and other Advisors. Plan a head table with Parliamentarian and EC, when appropriate.

Constitution and Bylaws are what governs the NASC/NASCCA:

1. The EB annually reviews the C&B prior to the August BoG meeting. Thorough review is required IAW AFI34-223 every two years or when there is a change in the purpose, function or membership eligibility, whichever comes first. Changes are taken to the BoG, membership and FSS/PO for approval.
 - a. The Installation Commander, through FSS, should approve these. If a new Installation Commander should assume duty during your term, a copy of these should be sent to them for their approval or recommendation.
 - b. If there are any questions regarding legality, contact the base FSS/PO representative at FSS with the Parliamentarian. The President, Parliamentarian and/or the AC are the only NASC/NASCCA representatives to go to FSS/PO.