

Chief Operations Officer #5

Board of Governors (BOG) Elected; voting member

Executive Board Member; voting member

Assigned Supervisor President

Assigned Treasurer Operational Finance Officer

Supervises Member Coordinator, Event Coordinator, Social Media Manager, Content Creator and Fundraising Coordinator

Committees Thrift Shop/Airman's Attic Council, Budget Committee's, Scholarship Committee and Constitution and Bylaws

1. The Chief Operations Officer (COO) assists the President in day-to-day social operations of the NASC/NASCCA. She/He is responsible for oversight of all operational activities and is very knowledgeable with the NASC job descriptions to ensure compliance. 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>COO 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 standing operational chairs 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 operations@nellisasc.com email address, check twice weekly and respond in a timely manner.
4. Be added as an administrator and become acquainted with the NASC Wild Apricot Website and both Facebook pages.
5. Sign for Cinderella's Closet key from the TS Manager.
6. Be familiar with the NASC/NASCCA budgets, particularly the NASC budget. Any questions can be directed to the Operational Finance Officer or the Charitable Finance Officer.
7. Sign NASC/NASCCA bank signature cards.
8. Co-sign all operational fundraising requests (open to the public) for the NASC with the President.
9. Be familiar with and perform the duties of the operational standing chairs in their absence. Keep in touch and advise each chairperson as needed throughout the year.
10. Purchase end of year appreciation gift for the President.
11. See [Chief Operating Officer Timeline](#)

A few things to keep in mind - Member Kickoff Event, Inventory (SA, Events, Gift Wrap), ensure SA's are scheduled outside TS, BoG and Event dates, keep Google calendar updated, photos (historian)