

Chief Charitable Officer #11

Board of Governors (BoG) Elected; voting member

Executive Board Member; voting member

Assigned Supervisor President

Assigned Treasurer Charitable Finance Officer

Supervises Thrift Shop and Airman's Attic Managers, Scholarship Program Manager, Director of Charitable Giving and

Cinderella's Closet Manager

Committees Thrift Shop/Airman's Attic Council (Chair), Constitution and Bylaws, Scholarship, Charitable Budget, Operational Budget, Cookie Drive (Chair)

1. The Chief Charitable Officer (CCO) assists the President in day-to-day Charitable operations of the NASCCA. She/He is responsible for oversight of all charitable activities and is very knowledgeable with the NASCCA job descriptions to assure compliance. The following are 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](#) Form.
 - b. Be cognizant of the official documents called the [NASC/NASCCA](#) Constitution and Bylaws (C&B), [NASC-NASCCA POLICIES AND PROCEDURES 2020-2021](#) (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>COO folder with the following information:
 - i. Updated job description
 - ii. Commissary Surprise
 - iii. Cookie Drive
 - d. Maintain Google Drive>Thrift Shop/Airman's Attic folder with the following information
 - i. Airman's Attic
 - ii. Facilities Manager
 - iii. Thrift Shop
 - iv. TS/AA Council
 - v. VOQ
 - e. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting. Include a monthly Thrift Shop (TS) financial report, produced by the TS Manager. See [Board Report Template](#).
 - f. Download the Hangouts app, check frequently and respond in a timely manner.
 - g. Download the Meet app, used for virtual meetings
3. Ensure standing charitable chairs are maintaining all necessary Google Drive information.
4. Be familiar with and perform the duties of the charitable standing chairs in their absence.
 - a. Keep in touch and advise each chairperson as needed throughout the year.
5. Take responsibility for the charitable@nellisasc.com email address, check twice weekly and respond in a timely manner.
6. Be added as an administrator and become acquainted with the NASC Wild Apricot website format
7. Be added as an administrator and become acquainted with the following Facebook pages
 - a. Nellis Area Spouses' Club Thrift Shop with TS Manager
 - b. Airman's Attic Nellis AFB with AA Manager
 - c. Nellis AFB Cinderella's Closet with CC Manager.
8. Serve as a member of the Management team for the TS and AA, assisting Managers, as needed.

- a. Take responsibility for ADP (payroll)
 - b. In the event of a vacancy, solicit applications and interview applicants for the positions of TS and AA Manager, and in coordination with TS Manager for Cashier according to the TS Operating Policies & Procedures.
 - c. Assist Managers, when needed with publicity (see PSA below)
 - d. Coordinate with Managers to prepare a monthly BoG report, to include TS profit and loss statement and charitable donation check.
 - e. Keep Charitable Advisor informed
9. Chair TS/AA Council meetings with voting rights.
 10. Chair Cookie Drive committee, review timeline
 11. Be familiar with the NASC/NASCCA budgets, particularly the NASCCA budget. Any questions can be directed to the Charitable Finance Officer.
 12. Sign all NASC/NASCCA bank signature cards
 13. Cosign all fundraising requests (open to the public) for the NASCCA with President
 14. See [Chief Charitable Officer Timeline](#)
 15. See [How a BoG meeting runs](#)
 16. See [Charitable Giving Guide](#)

VOQ awards?

Public Service Announcement (PSA) General Business Rules

- PSAs will be advertised once a week through the Nellis Newsletter installation wide email by noon on Friday
- Submit unencrypted PSA email to 99ABW.CAG@us.af.mil by COB Thursday • Advertisement will stay on PSA until event has passed
- PSAs will be advertised for a maximum of 4 weeks
- Calls for volunteers must have “need by” date on the PSA
- PSAs must have POC (contact info) on advertisement
- POC submitting PSA is responsible for providing all necessary info, graphics, slide (if desired), websites, etc.
- The CAG retains final decision authority on posting a PSA

PSA Acceptance Decision Process

Likelihood of PSA acceptance increases if it falls into any of the four categories below:

1. Fundraising event for a private org ONLY if the event is “unique” to military (AFI 34-223; 10.19.1)
2. Non-fundraising event (e.g. volunteer events, mentoring, information session, etc.) occurring on base
3. Off-base non-fundraising event is military/veteran affiliated (e.g., awards banquet, promo ceremony)
4. Off-base non-fundraising event is an opportunity that is unique to or of special interest to military/veterans (e.g., special discount, flag waving, veterans job fair, etc.)