

Elected Positions

President

- 9.2.1. Presides at all Board of Governors and Executive Board meetings, and all regular and special meetings of the DSC.
- 9.2.2. Appoints all Chairpersons of Standing Committees, consistent with the needs of the DSC, with Executive Board approval.
 - 9.2.2.1. The Chairpersons can then choose their co-chair as deemed necessary.
 - 9.2.2.2. Both may attend all board meetings; however, only the chairperson will have voting privileges. The co-chair will have voting privileges in the absence of the chairperson.
- 9.2.3. Is bonded.
- 9.2.4. Authorized signer or co-signer on all checks.
- 9.2.5. Casts vote in case of a tie.
- 9.2.6. Countersigns and attests to all minutes of the DSC.
- 9.2.7. Reviews and approves information that the DSC proposes to disseminate to the public outside the military community.
- 9.2.8. Attends all Thrift Shop Advisory Council Meetings.
 - 9.2.8.1. Reviews Thrift Shop financial records monthly.
- 9.2.9. Oversees the operations of the following Chairs/Committees: Publicity Chair and Retiree Liaison.
- 9.2.10. Ensures the DSC does not engage in activities that compete with any Services, NAFI or AAFES services, except as provided by AFI 34-223, Private Organizations Program.
- 9.2.11. Ensures club taxes and financial reviews are filed by the Operational and Welfare Treasurers.
- 9.2.12. Presents all matters in an unbiased manner and conducts proceedings in accordance with accepted parliamentary procedures.
- 9.2.13. Serves as an official member of all committees.
- 9.2.14. Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
- 9.2.15. Coordinates a Board of Governors appreciation function.
- 9.2.16. Informs the Honorary Advisors of matters concerning all DSC activities.
- 9.2.17. Acts as liaison to Honorary Advisors.
- 9.2.18. Checks and processes comments and messages submitted through the DSC Facebook page.
- 9.2.19. Distributes and collects all keys related to Post Office box, TSAA, and Properties warehouse at the beginning and ending of the board year.
- 9.2.20. Represents the DSC at the following: Right Start, Heart Link, Private Organization Meeting, Base Advisory Council (BAC), Key Spouse continuing education, or any meeting deemed necessary or of spousal interests.

Elected Positions

First Vice President

- 9.3.1. Assumes the Presidency if the president is unable to complete the full term of office.
- 9.3.2. Performs the duty of the President in his/her absence.
- 9.3.3. Is bonded.
- 9.3.4. Attends all committee meetings that report to First Vice President.
- 9.3.5. Attends base meetings in the event that there is no Member-At-Large.
- 9.3.6. Oversees the operations of the following Chairs/Committees: Operational Treasurer, Budget Committee, Membership, Reservations, Social, Mini Activities, Sunshine/Newsletter, Ways & Means, and Member-At-Large.
- 9.3.7. Will present prepared report, in the event of an absence of an above Chairperson.
- 9.3.8. Assumes the duties of Secretary in his/her absence.
- 9.3.9. Assists the President and maintains a working knowledge of DSC activities.
- 9.3.10. Authorized signer or co-signer on Operational Account checks.
- 9.3.11. Checks and processes comments submitted through the DSC Facebook page.
- 9.3.12. Ensures all DSC Special Activities fall within the parameters set forth in all Air Force Instructions and base policies.
- 9.3.13. Reports and brings motions in the Operational Treasurer's absence.
- 9.3.14. Organizes childcare for designated DSC functions.
- 9.3.15. Oversees the location/room space for all Board meetings.
- 9.3.16. Oversees the purchase of President's end of year appreciation gift.
- 9.3.17. Responsible for scheduling and recruiting volunteers for initial inventory and quarterly Property warehouse cleanups.
- 9.3.18. Maintains a record of all properties owned by DSC, documenting condition and year of purchase.
- 9.3.19. Ensures that all current members, in conjunction with Publicity Chair, are aware these supplies are available for checkout.
- 9.3.20. Establishes and follows a secure checkout and check-in procedure for all items. Must accompany member to warehouse (or arrange for a substitution), document condition of items, as they are checked out and checked back in. A deposit of thirty dollars (\$30) in check form shall be collected and held until items are returned in same condition.

Elected Positions

Second Vice President

- 9.4.1. Assumes the First Vice President position if the First Vice President is unable to complete the full term of office.
- 9.4.2. Is bonded.
- 9.4.3. Assumes the duties of the First Vice President in his/her absence.
- 9.4.4. Assumes the duties of the Parliamentarian in his/her absence.
- 9.4.5. Oversees the operations of the following Chairs/Committees: Welfare Treasurer, Thrift Shop Advisory Committee, Scholarship, Welfare, Auction, and Volunteer.
- 9.4.6. Will present prepared report, in the event of an absence of an above Chairperson(s).
- 9.4.7. Attends all committee meetings that report to Second Vice President.
- 9.4.8. Authorized signer/co-signer on Welfare and Thrift Shop Account checks.
- 9.4.9. Reviews Thrift Shop financial records monthly as submitted in Board Reports.
- 9.4.10. Responsible for signing all paid employee checks, per employment contract.
- 9.4.11. Acts as the DSC representative to the Air Force Village or may appoint a representative with the approval of the Executive Board.
- 9.4.12. Reports and brings motions in the Welfare Treasurer's absence.
- 9.4.13. Works in conjunction with Volunteer Chairperson and A&FRC to track volunteer hours.
- 9.4.14. Organizes, in conjunction with the Volunteer Chairperson, a volunteer appreciation event.
- 9.4.15. Works with the Secretary to track and maintain all volunteer hours within the members of the DSC.
- 9.4.16. Submits a report of hours to A&FRC (using Form DD 2793) and to the Board of Governors.
- 9.4.17. Checks and processes comments submitted through the DSC Facebook page.

Elected Positions

Secretary

- 9.5.1. Serves as custodian of the DSC permanent records and maintains the records, documents and special reports for two (2) years, preceding the current fiscal year.
- 9.5.2. Prepares roster of DSC Board members and Committee Chairs emailing to Board of Governors and Newsletter Chair.
- 9.5.3. Receives and files all written reports from Committees and Chairs.
- 9.5.4. Records the minutes of all Board of Governors and Executive Board meetings, and all regular and special meetings of the DSC. Highlights all motions that have been adopted and submits minutes to President for signature.
- 9.5.5. Provides copies of all minutes and Board Reports to/for the Board of Governors to be used as the Board Meeting Agenda.
- 9.5.6. Provides a copy of the Board of Governors, Executive Board and General Membership approved meeting minutes to the Executive Board and the Newsletter Chair.
- 9.5.7. Provides a copy of the members of the Board of Governors, Executive Board and General Membership to the 7th FSS Private Organization Representative.
- 9.5.8. Provides a copy of the final report at May change over.
- 9.5.9. Retains a file of the permanent inventory list of all DSC property as provided by the 1st Vice President.
- 9.5.10. Submits end of year reports, membership roster, and liability statements to all appropriate base and federal agencies as requested or required.
- 9.5.11. Handles all correspondence (not covered by Sunshine) concerning the DSC including, but not limited to: letters, invitations, and thank you cards.
- 9.5.12. Maintains a complete file of all correspondence.
- 9.5.13. Reads all appropriate correspondence at the General Membership meetings and provides information to Publicity and Newsletter Chairs for dissemination to the General Membership.
- 9.5.14. Maintains DSC Post Office box and updates the postal collection authorization, ensuring the President, Secretary, and Welfare Treasurer are authorized to collect DSC mail.
- 9.5.15. Collects all mail from the Dyess AFB Post Office, reviews and distributes the mail to the appropriate persons.
- 9.5.16. Responsible for DSC office supplies and equipment.
- 9.5.17. In accordance with AFI 34-223, within 30 days of new Board elections, writes a memorandum to the 7th FSS Private Organization Representative to announce newly elected Board members.
- 9.5.18. Administers and records any phone/email votes, as directed by the President, in the absence of the Parliamentarian.

Elected Positions

Operational Treasurer

- 9.6.1. Responsible for the Operational Fund account of the DSC.
- 9.6.2. Ensures the Dishonesty Bonding Certificate is maintained for all DSC members that handle funds or property, as written in DSC insurance policy.
- 9.6.3. Is bonded.
- 9.6.4. Meets with Executive Board in June and as needed over the summer, to review and prepare carry-over Operational and Welfare budgets.
- 9.6.5. Responsible for presenting the proposed Operational Fund budget to the Board of Governors at the August Board meeting for approval. Brings Board of Governors-approved Operational Fund budget before the General Membership for approval at the first new term General Membership meeting.
- 9.6.6. Monitors and verifies that all operational expenditures fall within budget guidelines, in keeping with the IRS and state rules and regulations for Tax-exempt social organizations.
- 9.6.7. Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt excluding Saturday, Sunday and bank holidays.
- 9.6.8. Keeps an exact record of all Operational Fund monies received and disbursed by the DSC.
- 9.6.9. Signs or co-signs all Operational Fund checks. The Welfare Treasurer, President or 1st Vice President may sign in place of or in addition to.
- 9.6.10. Responsible for payment of all DSC commitments approved by the Board of Governors and/or General Membership within specified timeframe in compliance with their required policies.
- 9.6.11. Ensures Federal and State tax returns for the Operational Account are filed accurately and submitted on time.
- 9.6.12. Attends all DSC Operational fundraising activities, oversees the handling of monies involved and verifies deposits into DSC Operational account.
- 9.6.13. Chairs the mid-year budget review due in January.
- 9.6.14. Chairs an end-of-year budget meeting in May, in order to propose a carry-over budget for the incoming treasurers for the upcoming year and provides a report for these meetings.
- 9.6.15. All books should be closed and reconciled by 31 May, but no later than 30 June.
- 9.6.16. Prepares and presents at Board of Governors meetings a detailed monthly financial statement to include the date, all deposits and disbursements, account beginning and ending balances, a year-to-date statement, and future expected expenses, as part of his/her board report.
- 9.6.17. Responsible for maintaining all Operational Fund financial records from the last seven (7) years are kept as stipulated by IRS regulation; files are kept in the Properties warehouse.
- 9.6.18. Presents records for audit or review at the end of their term as requested by the Board of Governors, official base agency, or as stipulated in any base, state or federal regulation.
- 9.6.19. Serves as Chairperson of the Budget Committees.
- 9.6.20. Sits on the Ways and Means Committee.
- 9.6.21. Coordinates with Membership Chair the collection of dues at each function and keeps an accurate account of money collected and deposited.
- 9.6.22. Coordinates with Socials Chair to handle any financial commitments that result from DSC functions.

Operational Treasurer cont'd

9.6.23. Assumes the duties of Welfare Treasurer in the event of his/her absence or vacancy.

9.6.24. In June, along with new Operational Treasurer, prepares a proposed budget in for the incoming board.

9.6.25. Coordinates with Secretary, Newsletter and Publicity to publish and disseminate information relating to DSC budgets for review at least seven (7) days prior to vote for approval.

9.6.26. Mid-year budget revisions will be ready to present for discussion and vote at the January Board of Governors meeting.

9.6.27. Coordinates with the Secretary, Newsletter, and Publicity Chair to publish and disseminate information relating to DSC budgets for review, at least seven (7) days prior to budgets being brought before the General Membership for approval.

Elected Positions

Welfare Treasurer Duties

- 9.7.1. Responsible for the Welfare Fund account of the DSC.
- 9.7.2. Is bonded.
- 9.7.3. Responsible for presenting the proposed welfare fund budget to the Board of Governors at the August board meeting for approval.
- 9.7.4. Brings Board of Governors-approved budget before the General Membership for approval at the first new term General Membership meeting.
- 9.7.5. Coordinates with Welfare Chairperson to determine availability of funds.
- 9.7.6. Verifies that all welfare expenditures fall within budget guidelines, in keeping with the IRS and state regulations for tax-exempt social organizations.
- 9.7.7. Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt, excluding Saturday, Sunday and bank holidays.
- 9.7.8. Keeps an exact record of all Welfare Account monies received and disbursed by the DSC.
- 9.7.9. Attends all DSC Welfare fundraising activities and verifies deposits to DSC Welfare account monthly.
- 9.7.10. Serves on Budget Committee to address the mid-year budget review meeting in January.
- 9.7.11. Serves on Budget Committee to address end of year budget meeting in May, and assists with carry-over budget for the incoming treasurer for the upcoming year.
- 9.7.12. All books should be closed and reconciled by 31 May, but no later than 30 June.
- 9.7.13. Signs or co-signs all Welfare Fund checks. The President, 2nd Vice President or Operational Treasurer may sign in place of or in addition to.
- 9.7.14. Reconciles the monthly bank statement and balances the books prior to the Board of Governors meetings.
- 9.7.15. Prepares and presents at board meetings a detailed monthly financial statement to include the date, all deposits and disbursements, account beginning and ending balances, a year-to-date statement, and future projected expenses.
- 9.7.16. Submits Federal and State tax documents for the Welfare Account to the Operational Treasurer by end of June. A written document of proof shall be presented at the next Board of Governors meeting and saved in the Properties warehouse.
- 9.7.17. Responsible for maintaining all Welfare Fund financial records from the last seven (7) years as stipulated by IRS regulation; files are kept in the Properties warehouse.
- 9.7.18. Presents records for an audit or review at the end of his/her term, as requested by the Board of Governors or official base agency, or as stipulated in any base, state or federal regulation.
- 9.7.19. Assumes the responsibilities of the Operational Treasurer in the event of his/her absence or vacancy.
- 9.7.20. Assists Operational Treasurer with the Budget Committee.
- 9.7.21. Responsible for Welfare financial obligations of the DSC approved by the Board of Governors and/or General Membership.
- 9.7.22. Serves on the Scholarship, Auction, and Thrift Shop Advisory Committees and provides financial information as required.
- 9.7.23. Prepares with incoming Welfare Treasurer, a proposed budget in May for incoming board.

Appointed Positions

Parliamentarian

- 10.7.1. Custodian and official interpreter of the Constitution and By-Laws; acts as Chairperson of the Constitution and By-Laws Committee.
- 10.7.2. Advises the Executive Board, Board of Governors and General Membership on points of order and proper procedure in accordance with the Constitution, By-Laws of the DSC and Robert's Rules of Order.
- 10.7.3. Serves as non-voting member of the Executive Board and the Board of Governors, but may vote in General Membership motions.
- 10.7.4. Installs newly elected officers of the Executive Board.
- 10.7.5. Acts as a liaison between the DSC and the Legal Office, Base Protocol, and 7th BW FSS Private Organization Representative.
- 10.7.6. Collaborates with the Executive Board and leads nominations process for upcoming year elections; collects nominations and coordinates election process.
- 10.7.7. Elections are held by ballot except when there is only one candidate, then elections may be held by majority vote after nominations are closed.
- 10.7.8. Provisions may be made if extenuating circumstances preclude a member from voting at the election; eligibility to vote in this manner is determined by the Parliamentarian.
- 10.7.9. Prepares and submits the Board of Governors-approved Constitution and By-laws for review and approval to the 7th FSS Private Org office, 7th JA, and 7th BW/CC.
- 10.7.10. Serves as Protocol Officer for all DSC functions.
- 10.7.11. Oversees the election process.
- 10.7.12. Responsible for providing copies of the Constitution and By-Laws to new officers and members, upon request.
- 10.7.13. Determines a quorum and oversees all voting.
- 10.7.14. Conducts telephone or e-mail votes as directed by the President or Executive Board.
- 10.7.15. Coordinates with Membership Chair to ensure member is in good standing, in order to be eligible for any Board Positions.
- 10.7.16. Coordinates with Publicity and Newsletter Chairs to post candidate list and a brief introduction of each candidate on the DSC closed Facebook page, within seven (7) days following the March General Membership meeting.

Appointed Positions

Publicity Chair

10.8.1. Makes and posts information/flyers on the DSC Facebook pages, DSC website, Instagram, in the Newsletter, at the Thrift Shop, Dyess Inn lobby, Pharmacy lobby, and/or any other place deemed appropriate with information for individuals seeking DSC membership. Utilizes base marquee twice a year to promote both Membership Drive and Auction.

10.8.2. Handles all publicity for the DSC, including advertising posted at the Thrift Shop, in the base newspaper, in the Housing Office newsletter, at the base Right Start briefings, Heart Link table, or anywhere deemed appropriate.

10.8.3. Provides publicity for monthly socials and special events including, but not limited to: membership drives, the DSC Auction, Scholarship Program, volunteer opportunities, and base and community opportunities, a minimum of two (2) weeks in advance.

10.8.4. Responsible for all aspects of the DSC social media sites, including processing comments submitted through Facebook.

10.8.5. Maintains the DSC Website. The website will have a copy of the DSC membership application, a current calendar of events, DSC Board of Governors contact information, a copy of the Constitution and By-Laws, approved minutes from the DSC Board Meetings and a copy of the scholarship application.

10.8.6. Coordinates with President and Socials and Mini Activities Chairs to provide accurate information in regards to all DSC activities and functions.

10.8.7. Handles community publicity for annual Scholarship Auction, Scholarship Presentation Ceremony or other community-wide events (local newspaper, Abilene Scene magazine, Wylie Growl magazine, Chamber of Commerce and local TV, DSC Facebook page)

10.8.8. Ensures no personal information is posted on public domains.

10.8.9. Will share approved pictures from the Historian.

10.8.10. Will share an electronic version of the newsletter.

Member-At-Large

10.9.1. Acts as a liaison between the Board of Governors and the General Membership.

10.9.2. Updates Board of Governors/General Membership regarding area education and A&FRC concerns.

10.9.3. Reports issues and concerns to the appropriate base agencies and reports to the Board of Governors and/or General Membership.

Retiree Liaison

10.10.1. Acts as the liaison between the Board of Governors and DSC retired spouses.

10.10.2. Helps to recruit retirees from within the local community for DSC membership.

10.10.3. Works to build relationships with retiree organizations within the community (e.g., VFW, American Legion, etc.).

10.10.4. Coordinates with the Board of Governors to support the Dyess AFB Retirement Appreciation Day.

10.10.5. Promotes the DSC to civic leaders, Honorary Commanders, and community organizations such as the Chamber's Military Affairs Committee and Community Foundation.

Appointed Positions

Membership Chair

10.11.1. Responsible for maintaining an accurate and up-to-date roster of current DSC members containing all addresses, phone numbers, e-mail addresses, and liability statements. Distributes a version of this list via email to all Board Members by 30 September and revised versions as necessary throughout the year.

10.11.2. Is bonded.

10.11.3. Coordinates with Publicity to communicate membership criteria.

10.11.4. Organizes and hosts a minimum of two (2) membership drives per year. Communicates that dues are half price in January.

10.11.5. Must attend all general membership meetings or provide a designated, bonded board member to assume Membership duties in the event of an absence.

10.11.6. Keeps copies of membership applications and termination forms to be stored in the Properties warehouse for three (3) years.

Arrives early and provides nametags for members and guests at DSC functions.

10.11.8. Continuously provides a list of membership names to Mini Activities and Newsletter/Sunshine Chairs.

10.11.9. Registers new members, collects all dues and delivers funds to the Operational Treasurer.

10.11.10. Helps new members and guests feel welcome by introducing them to other DSC members during social time.

10.11.11. Introduces guests and verbally "hails" all new DSC members and "farewells" outgoing members at DSC General Membership meetings and functions, providing a small gift to new members, if budget allows.

10.11.12. Works with Newsletter/Sunshine Chair to recognize members for birthdays, anniversaries and new babies.

10.11.13. Coordinates with Mini-Activities Chair to ensure member is in good standing.

Appointed Positions

Social Chair

- 10.12.1. Responsible for planning the programs for monthly DSC functions to include: locating/coordinating venue and caterers, planning the menus, decorating, room arrangements, special needs for functions, and/or coordinates with designated squadron or group event planners.
- 10.12.2. If desired, responsible for choosing a co-chair and committee members.
- 10.12.3. Submits all socials and estimated budget to the Board of Governors in board report at least one month prior for needed approval.
- 10.12.4. Maintains budget and submits receipts and Reimbursement Form to Operational Treasurer on a monthly basis or more frequently, if necessary.
- 10.12.5. Purchases supplies for events and/or door prizes and is responsible for preparation, set-up, and tear down.
- 10.12.6. Builds a timeline for the overall social event that may include: the General Membership meeting, invocation, Ways and Means, Hails and Farewells, and possible service opportunities.
- 10.12.7. Coordinates with the Parliamentarian and Reservations Chair in regards to protocol for General membership meetings and special guests.
- 10.12.8. Serves as chairperson of the Holiday/Special Occasion Decorating Committee.
- 10.12.9. Coordinates with the Hangar Center manager, no later than October, dates for decorating and removal of holiday decorations.
- 10.12.10. Assesses previous year's decorations to determine if any additional or replacement decorations are needed.
- 10.12.11. Solicits volunteers from the DSC General Membership to assist with decorating and removal of decorations at the Hangar Center.
- 10.12.12. Maintains a picture notebook of each decorated room of the Hangar Center, with pictures documenting how each room/tree is decorated.
- 10.12.13. Ensures proper storage of decorations at the Properties warehouse.

Mini Activity Chair

- 10.18.1. Provides sign-in sheet at each event and turns sign-in sheet into Membership Chair, who will verify all attendees are in good standing.
 - 10.18.1.1. Mini Activity groups of the DSC will not use any Operational or Welfare funds for their events.
 - 10.18.1.2. Each Mini Activity will determine their own times and place of meeting, but must avoid any conflict with DSC scheduled events.
- 10.18.2. Verifies with Membership Chair that all members are in good standing prior to inclusion on any Evite list/Mini Activity group.
- 10.18.3. Sends instructions to sub-group POCs for creating their own Evites. Note: Mini POCs and Committee Chairs will plan their own events and send their own Evite to their sub-groups.
- 10.18.4. Notifies current POC when members, new or existing, are added to a sub-group throughout the year.
- 10.18.5. Ensures each Mini Activity POC is familiar with DSC By Laws, regarding DSC Mini Activities including membership requirements and money handling.

Appointed Positions

Thrift Shop/Airman's Attic (TSAA) Chair

- 10.13.1. Attends all meetings of the Thrift Shop/Airmen's Attic Advisory Committee (TSAC).
- 10.13.2. Acts as a liaison between the DSC Thrift Shop and Board of Governors/General Membership.
- 10.13.3. Is bonded.
- 10.13.4. Understands all aspects of and enforces the DSC Thrift Shop Governing Policies and Procedures.
- 10.13.5. Secures, from the Secretary, the TSAA bank statement and takes it to the Thrift Shop for TS Bookkeeper to pick up.
- 10.13.6. Secures, from TSAA management, a monthly profit or loss statement, Airman's Credit report, volunteer hours, and in-kind donations. Submits this information as part of their monthly board report.
- 10.13.7. Serves as TSAA Facebook moderator by posting advertisements and responding to any Facebook messages/comments, coordinates with Thrift Shop Manager and/or Asst. Manager (e.g., posts or hour changes).
- 10.13.8. Works with Publicity Chair to educate the general base population about the Thrift Shop, Airman's Attic, and Airman's Credit program at events such as: Key Spouse events, Right Start, 1st Sergeants Council, Top 3, the 56 Council, the dorms, TLF, Balfour Beatty, Quail Hollow, Heart Link and A&FRC.
- 10.13.9. Manages information in regards to store openings/closings, activities, sales, policy changes, etc.
- 10.13.10. Recruits volunteers from the general Membership to work at the Thrift Shop.
- 10.13.11. Assists the Thrift Shop Manager in training volunteers in accordance with the Thrift Shop Governing Policies and Procedures.
- 10.13.12. Works with Volunteer Committee, TSAA management, the Executive Board, and Honorary Advisors to plan a Volunteer Appreciation event.

Welfare Chair

- 10.19.1. Chairs the monthly Welfare Committee meetings to review and vet requests.
- 10.19.2. Receives all welfare requests from the base, local, and national communities.
- 10.19.3. Presents welfare requests to Board of Governors for approval.
- 10.19.4. Notifies all persons/groups requesting welfare assistance of their request's approval, denial, or need for more information.
- 10.19.5. Follows up with requesting points of contact to ask any questions or concerns that the Board of Governors may have.
- 10.19.6. Works closely with the Welfare Treasurer to assure all approved requests are disbursed in a timely manner.
- 10.19.7. Responsible for contacting any line item designator, in the Welfare Budget, at the beginning of April, to remind them to request funds if it has not already been paid out for the year.

Appointed Positions

Ways & Means Chair

- 10.14.1. Oversees Ways & Means Committee.
- 10.14.2. Responsible for fundraising activities for Operational and Welfare for the DSC.
- 10.14.3. Responsible for all fundraising activities that might include, but not limited to the following: Air Show, bake and/or food sales, fun runs and community fundraisers and at socials: Make It Bake It Grow It table, opportunity ticket sales, t-shirt sales, ornament sale, and all other fundraising activities for the DSC.
- 10.14.4. Is bonded.
- 10.14.5. Coordinates with Social and Membership Chairs for applicable functions.
- 10.14.6. Submits to Board of Governors all proposed fundraisers for approval.
- 10.14.7. Submits "Request to Raise Funds" to 7th FSS, and all necessary channels, in a timely manner and when appropriate. Request must be submitted to proper channels in time for the request to be granted four (4) weeks prior to scheduled events.
- 10.14.8. Responsible for ensuring revenues from fundraisers are delivered to respective treasurers the day of the event.
- 10.14.9. Maintains cash box and equipment to facilitate operations of fundraising activities.
- 10.14.10. Coordinates with designated facility/venue for date and needs for functions.
- 10.14.11. Coordinates with the Publicity Chair to publicize and disseminate information about the fundraising event to the DSC, military community, and local community as appropriate.
- 10.14.12. Responsible for completing and sending invitations to all guests and thank-you notes to donors of the event.

Historian Chair

- 10.16.1. Takes pictures at all DSC events to include mini activities or designates a person in situations when the chair may be absent.
- 10.16.2. Sends pictures to Marketing and Publicity Chair for social media and Sunshine Chair for the newsletter.
- 10.16.3. Organizes a scrapbook of photographs taken throughout the year and maintains existing scrapbooks.
- 10.16.4. Submits any funding requests to Board of Governors for approval.

Appointed Positions

Scholarship Chair

- 10.15.1. Scholarship Chair presides over the Scholarship Committee.
- 10.15.2. Committee shall begin meeting in September to determine guidelines for current year's scholarship program, with the advice of the President, Honorary President or designated representative, and 2nd Vice President. Submits guidelines to the Board of Governors.
- 10.15.3. Organizes Scholarship Award applications in coordination with the School Liaison Officer (SLO) and submits them to area high schools, base education office, A&FRC, local colleges, and any other locations deemed appropriate.
- 10.15.4. Secures at least four (4) independent judges (non-DSC members) to review packets and score applications and/or essays.
- 10.15.5. Organizes submission packets and submits copies of packets to independent judging panel for review and grading.
- 10.15.6. Coordinates with Auction Chair the list of addresses of all major donors.
- 10.15.7. Ensures invitations to Scholarship Presentation Ceremony are prepared and sent by Scholarship Committee to recipients and their families, major Auction donors, base leadership, DSC General Membership, and Honorary Commanders.
- 10.15.8. Responsible for coordinating with Security Forces so that those without base privileges can gain access to base for the Scholarship Presentation Ceremony.
- 10.15.9. Coordinates and manages Scholarship Presentation Ceremony to include location, food, and guest speaker.
- 10.15.10. Maintains a record of scholarship recipients to include: name, contact information, and school attending. This information is recorded in electronic documents.
- 10.15.11. Notifies area high school guidance counselors of recipients and amounts received.
- 10.15.12. Submits article and photo to Publicity and Newsletter Chairs after ceremony.
- 10.15.13. Coordinates with Welfare Treasurer to ensure proper payment sent to correct schools.

Appointed Positions

Sunshine/Hail & Farewell Chair

- 10.17.1. Maintains and publishes the club newsletter and performs other duties as assigned by the President or Board.
- 10.17.2. Consolidates member inputs of information for the monthly newsletter.
- 10.17.3. Formats the newsletter and designs layouts.
- 10.17.4. Plans, organizes, edits and writes parts of the content for each month's newsletter, to include important dates and upcoming events on base and in the local communities.
- 10.17.5. Gathers and chooses possible photos and images for the newsletter.
- 10.17.6. Emails for proofreading to President, First Vice President, and Honorary Advisor. Once newsletter has been approved and edited, it can then be distributed.
- 10.17.7. Newsletter must be ready and released by the 1st day of the month.
- 10.17.8. Provides the newsletter files to the Publicity and Website Chairs.
- 10.17.9. Responsible for sending cards in times of celebration or bereavement.
- 10.17.10. In the event of a death of a DSC member or an immediate DSC family member, arranges for a donation to a memorial fund of the family's choosing.

Auction Chairperson

- 10.20.1. Coordinates event date with President, Honorary Advisors, as well as 7th Bomb Wing and 317th AW/CC secretaries.
- 10.20.2. Secures venue and reserves the date.
- 10.20.3. Maintains current and past sponsor/donor list to be shared with President, Second Vice President, Social, Publicity, and Ways and Means Chairs, in order to avoid duplicating solicitations for other events.
- 10.20.4. Submits Fund Raising request to 7th FSS.
- 10.20.5. Chairs committee to plan, prepare, and execute annual auction.
- 10.20.6. Oversees process for soliciting donations for the auction from local community and others, as allowed by AFI 34-223.
- 10.20.7. Coordinates with Publicity Chair to publicize and disseminate information about the DSC Auction to the DSC General Membership and base and local communities.
- 10.20.8. Coordinates with Wing Protocol offices and Military Affairs Council (MAC) for all base and community leadership addresses.
- 10.20.9. Ensures that all invitations are sent in a timely manner.
- 10.20.10. Ensures thank you notes are sent in a timely manner, to all major donors.
- 10.20.11. Ensures addresses of major donors are shared with Scholarship Chair for invitation to Scholarship Presentation Ceremony.
- 10.20.12. Responsible for coordinating with Security Forces so those without privileges can gain access to base, if DSC Auction held on base.