

Job Description for President

South Texas Naval Academy Parents Club

The President is elected by the membership during the General Election held in February each year. It is one of the five officers of the South Texas Naval Academy Parents Club ("STNAPC").

Description:

The President shall be the principal lead officer of the STNAPC and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the STNAPC. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall be responsible for coordinating succession of the Executive Board and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him/her as needed.

Responsibilities:

- Be an active member of the STNAPC.
- Attend Board meetings and General Membership meetings.
- Provide a verbal and/or written report at meetings.
- Lead all meetings; speak at events requested by other satellite clubs within South Texas.
- Coordinate and work with committees in care of activities scheduled
- Confer with officers regarding plans for the year and progress toward set goals.
- Prepare a master calendar that includes all meetings, to include tentatively scheduled.
- Delegate responsibility and empower others and appreciate their efforts.

Time Commitment:

On-going, year-round with time and involvement peaking during larger events (Welcome Aboard, Halloween Care package assembly, Dark Ages care package assembly, etc.).

Length of Term:

One (1) year, running from February-February.

The Vice President is elected by the membership during the General Election held in February each year. It is one of the five officer positions of the South Texas Naval Academy Parents Club ("STNAPC").

Description:

The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are agreed upon by the Executive Committee.

Responsibilities:

- Be an active member of the STNAPC.
- Attend STNAPC meetings and general membership meetings.
- Identify and recruit Plebe family members.
- Organize Welcome Aboard Picnic with assistance from other Board members.
- Provide a verbal and/or written report at meetings as necessary.
- Assist President and fill-in for President as needed.
- Coordinate events as needed.

Time Commitment:

On-going, year-round with time and involvement peaking during larger events (Welcome Aboard, Halloween Care package assembly, Dark Ages care package assembly, etc.).

Length of Term:

One (1) year, running from February to February.

Job Description for Secretary

South Texas Naval Academy Parents Club

The Secretary is elected by the membership during the General Election held in February each year. It is one of the five officer positions of the South Texas Naval Academy Parents Club ("STNAPC").

Description:

The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be agreed upon by the Executive Committee.

Responsibilities:

- Be an active member of the STNAPC.
- Attend scheduled Board meetings and General Membership meetings.
- Maintain secretary's minute book with minutes of previous meetings, list of members and non-members, and other official documents and records of the STNAPC.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the membership and of the Executive Board. These minutes are the legal record of the STNAPC and the original copy of the minutes is known as the master copy. Minutes contain a record of action taken by the group, with action recorded in the order it took place. Personal opinion and discussion are not included. Summarized reports of other officers and chairmen (important reports such as budget) should be attached to the minutes.
- Prepare the minutes and give a copy to the Board soon after each meeting for approval.
- Minutes are to be approved by the Board members prior to placing in the minutes book, posting on the website or distributing to the Board members for their reference.
- Provide a verbal and/or written report at meetings to include approval of previous minutes.
- Have on hand for reference at each meeting copies of agendas, minutes of previous meetings, list of all committees, and an up-to-date list of all members.
- Assist the President in preparing the meeting agenda, if requested.
- Coordinate with President for scheduling of meeting times and locations.
- Send notices and reminders of meetings to Executive Board members.
- Ensure that due notice (at least 7 days) of all meetings is given in advance to the membership.
- Assist with correspondence (letters, thank you notes, etc.) as requested.

Time Commitment:

On-going, year-round with time and involvement peaking during larger events (Welcome Aboard, Halloween Care package assembly, Dark Ages care package assembly, etc.).

Length of Term:

One (1) year, running from February to February.

The Treasurer is elected by the membership during the General Election held in February each year. It is one of the five officer positions of the South Texas Naval Academy Parents Club ("STNAPC").

Description:

The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of STNAPC, shall receive and give receipts for monies due and payable to the STNAPC and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the Executive Board and shall certify to the Secretary an accurate list of the current, paid members of the STNAPC. The Treasurer shall present a general financial report at each meeting, as well as other requested times by the Executive Committee. A full report at the end of the year (election meeting) is requested to be provided to relay the general health of STNAPC financial accounts and standing. The Treasurer shall serve as an authorized signatory of all STNAPC checks.

Responsibilities:

- Be a current, paid, and active member of the STNAPC.
- Attend Board meetings and General Membership meetings.
- Obtain hard copies of financial records and materials such as supplies, ledger, checkbook, tax records, and procedure book from predecessor. If the previous treasurer utilized a computer program to maintain the financial records, identify how those files have been saved, how the computer files will be transferred, and if a computer program will continue to be used.
- File new signature cards for STNAPC account(s) at bank approved by the Executive Board.
- Serve on and meet with budget committee and/or newly elected Executive Board as soon as committee appointment is made. It is important to meet as early as possible to establish goals, identify projects, and develop the budget for the upcoming term. The treasurer is designated the budget committee chairman.
- Develop a carefully considered budget as a financial guide for the upcoming year.
- Present the proposed budget for the approval of the membership at the first regular meeting of the year.
- Provide a report at meetings to include balance forward and disbursements of all transactions posted during the month and current balance on hand.
- Pay by check all bills and itemized invoices duly authorized. The budget is not an authorization to pay bills. Bills must be presented to the executive board for payment or ratification.
- Collect all monies, as necessary, at all functions. Deposit all monies promptly, documenting with a bank deposit slip, in the STNAPC bank account.
- Reconcile monthly bank statements.
- Make all financial records available for audit at the times specified in the Bylaws. Books must be audited fiscal year end and at any time a financial officer or check signer resigns or is terminated, before the new officer assumes the duties, and whenever deemed necessary.
- Present a full report at the end of the year to be provided to the general membership.
- Assist with training the incoming Treasurer, whenever possible, in the accounting and bank procedures used.

Time Commitment:

On-going, year-round with time and involvement peaking during specific periods such as developing the proposed budget and reconciling year-end expenses. Additionally, during larger events (Welcome Aboard, Halloween Care package assembly, Dark Ages care package assembly, etc.).

Length of Term:

One (1) year, running from February to February.

The Plebe Liaison is elected by the membership during the General Election held in February each year. It is one of the five officer positions of the South Texas Naval Academy Parents Club ("STNAPC").

Description:

The Plebe Liaison shall be the principal contact for STNAPC with new Plebe families. The Plebe Liaison shall be a member of the Executive Committee and a parent of a current Youngster. The Plebe Liaison shall be responsible for coordinating activities for Plebe families during Plebe summer and throughout the remainder of his or her term.

Responsibilities:

- Be an active member of the STNAPC.
- Attend Board meetings and General Membership meetings.
- Coordinate activities with Plebe parents during Plebe summer.
- Be generally available to Plebe parents for questions and concerns during the Plebe year.
- Assist with the Welcome Aboard picnic as needed.

Time Commitment:

On-going, year-round with time and involvement peaking during June through August.

Length of Term:

One (1) year, running from February to February.