

Maxwell-Gunter Officers' Spouses' Club

2nd Vice President

Job Description

Reports to President

- Read and comply with MGOSC Expectations for All Board Members
- Perform duties of the First Vice President when absent, and other duties as delegated by the President.
- Have supervision of those standing Committees assigned to him/her by the President, with the approval of the Executive Council.
- Supervise and maintain job descriptions for the following committees:
 - Charitable
 - Charitable Treasurer
 - Thrift Shop
 - Scholarship
- Attend Thrift Shop, Charitable, and Scholarship Meetings
- Cosign checks for Charitable Account, and for Administrative Account, as needed.
- Keep current copies of Thrift Shop Handbook and Policies and Procedures for Thrift Shop.
- Assist Charitable and Scholarship Committee Directors in carrying out their responsibilities, when needed.
- Ensure Scholarship and Charitable Committees are meeting important deadlines as noted in their job descriptions.
- Coordinate volunteers to bring baked goods to the Thrift Shop monthly, typically on the 2nd or 3rd Tues of the month, August through May and through the summer if volunteers are available.