

Maxwell-Gunter Officers' Spouses' Club

Ways & Means

Job Description

(Reports to 1st Vice President)

- Read and comply with MGOSC Expectations for All Board Members
- CC 1st Vice President on all e-mail correspondence.
- Submit letter for approval to hold fundraising activities on base to 42 FSS.
- Organize and get approval from FSS for Holiday Mini Market to be held in November. Submit this form by the end of September.
- Organize and get approval from FSS for Silent Auction to be held in March. Submit this form by end of January.
- Coordinate with Briefing Editor, Website Administrator, and Facebook Administrator for publicizing events
- Turn in money to the Administrative Treasurer in a timely manner. Determine a schedule to turn-in Holiday Mini Market checks in a timely manner. Administrative Treasurer will collect monies at Silent Auction.
- Read (in August) and follow Holiday Mini Market notebook. Update after event.
- Read (in October) and follow Silent Auction notebook. Update after event.