

## **BAMC Auxiliary General Board 2020 Position Cliff Notes Packet**

Below you will find a rundown of each of the open BAMC Auxiliary General Board positions for 2020-2021. Each position is on its own page. If you need further information about a specific position, please contact the current position holder. If you need further information about the nomination process, please contact the Parliamentarian at [parliamentarian@bamcauxiliary.org](mailto:parliamentarian@bamcauxiliary.org). Please note that any position (except for President Elect) can be served by co-chairs instead of just one member! Please have both people fill out one nomination form for the position.

## **President**

### **1) What does your position do?**

The President of the BAMC Auxiliary oversees organization activities, makes sure operating requirements are met each year, and builds community relationships.

### **2) How many hours outside of the monthly board meeting does your job require?**

50 hours a month is a good estimate for someone new to the position. With advanced planning and organization, one could reasonably drop the hours commitment down to 20-30 hours.

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

The President needs to have a thorough understanding of the Auxiliary's activities, role with BAMC, and history. This will help in promoting the Auxiliary with new contacts and other organizations on base. Strong organizational skills will help with meeting deadlines and tracking operating requirements.

### **4) Is there a specific time of the year that your position is more busy than others?**

The summer and early fall are often the busiest as the organization is transitioning accounts and names from last year, setting up the calendar of events, and doing the bulk of member recruitment.

## **1<sup>st</sup> VP – Fundraising**

### **1) What does your position do?**

Coordinates book fair dates with vendor; secures BAMC and 502<sup>nd</sup> approvals to hold book fairs and other on-base fundraisers. Orders Fiesta medals and overseas medal sales. Would serve on the committee for any other large fundraising event, such as the Gala, if such an event were to be held. Organizes off-base fundraisers. Applies for grants to fund service projects.

### **2) How many hours outside of the monthly board meeting does your job require?**

Variable depending on whether fundraisers are currently in progress or being planned. On average, 5-10 per month.

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Organizational and planning skills. Talking to strangers during medal sales. Availability to communicate with other board members.

### **4) Is there a specific time of the year that your position is more busy than others?**

Twice per year (approximately) to secure approvals for book fairs. Fall to order medals and spring for medal sales. Possibly grant application timelines.

## **2<sup>nd</sup> VP - Service**

### **1) What does your position do?**

Coordinate service projects and collections for BAMC, WSFC, CFI, and the Fisher House. Work with staff at BAMC and Auxiliary members to determine needs and brainstorm projects.

### **2) How many hours outside of the monthly board meeting does your job require?**

It can vary, but approximately 10 hours a month. If you have extra availability and interest, this position can easily lend itself to more hours.

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Good Communication Skills – In-person, phone, and email.  
Availability during the workweek to take meetings and deliver collections.  
Enjoy meeting new people and reaching out to staff at BAMC.

### **4) Is there a specific time of the year that your position is busier than others?**

Beginning of the year, as you start to establish yourself in the position. October  
– Make a Difference Day

### **3<sup>rd</sup> VP – Socials**

#### **1) What does your position do?**

Plan the monthly social events and children's activities, work with the Parliamentarian and Membership Chair to plan the welcome and farewell event at the beginning and end of the year

#### **2) How many hours outside of the monthly board meeting does your job require?**

6 to 20 depending on the number of events

#### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

The traits that would make someone successful is one who enjoys socializing, going out with others, makes people feel at ease, talks easily when meeting people for the first time, understands they are representing the Auxiliary to welcome people, make feel comfortable and recruit members as well.

#### **4) Is there a specific time of the year that your position is the busiest?**

July when we held the welcome event and Farewell events (it was helpful to plan six months of events at a time)

## **Secretary**

### **1) What does your position do?**

- Records proceedings and decisions of each board meeting and sends them out to the board members prior to each meeting.
- Participates in the biannual constitution & bylaw review meeting.

### **2) How many hours outside of the monthly board meeting does your job require?**

2-4

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

- Knowledge of the basics of MS Word.
- Ability to attend meetings and type as much info as possible during the meetings. Obtaining a copy of the agenda prior to the meeting makes it easier than it sounds.

### **4) Is there a specific time of the year that your position is busier than others?**

No.

Treasurer; Held by Jenny C.

**1) What does your position do?**

in charge of the finances and filing tax form

**2) How many hours outside of the monthly board meeting does your job require?**

10 – on average every month

**3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Strong organizational skills and basic understanding of finances. Familiarity with QuickBooks is helpful but not necessary.

**4) Is there a specific time of the year that your position is busier than others?**

When our CPAs conduct the review maybe 5 hours extra that month.

## **Parliamentarian**

### **1) What does your position do?**

- Chairs the Constitution & Bylaws Committee every other year
- Understands and answers questions about the Constitution and Bylaws
- Chairs the Nomination Committee in late winter
- Organizes Installation and Farewell Ceremonies with 3<sup>rd</sup> VP of Socials
- Makes sure all votes are taken according to BAMC Aux House rules
- Keeps a written record of any votes taken

### **2) How many hours outside of the monthly board meeting does your job require?**

2-20 depending on the time of year

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Ability to attend Thursday morning meetings, strong organizational skills, ability to plan ahead

### **4) Is there a specific time of the year that your position is busier than others?**

July for installation ceremony

January-March for Nomination committee

May for farewell ceremony

## **Kernel Club Chair**

### **1) What does your position do?**

This position supports efforts to bring in donations for the Auxiliary's grant program through the popcorn stand in the BAMC atrium!

Duties include: maintaining (cleaning) popcorn equipment, replacing items needed to keep stand running (popcorn, paper towels, etc.), depositing cash collected, and managing the volunteer schedule of regular popper volunteers and fill-ins (including arranging training).

### **2) How many hours outside of the monthly board meeting does your job require?**

4 - 7 hours per week. Generally ~22 hours a month. Does not include filling in a time slot of popping. This is 4-6 hours per shift during daytime hours

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

This position thrives with someone who can spend time getting to know our regular volunteers and working on new volunteers. Most of the work can be done whenever you are free, but I recommend someone with at least some flexibility during weekdays so that they can be available for volunteers if something happens (rare) and are able to fill in slots/train new volunteers.

### **4) Is there a specific time of the year that your position is busier than others?**

This position is fairly consistent all year.

## **Volunteer Chair**

### **1) What does your position do?**

The volunteer coordinator primary role is to add, update and fill in all volunteer hours on a monthly basis through the Army OneSource website. This position also helps to coordinate/recognize a quarterly volunteer of the month. Writes thank you notes. Attends meetings. Announces BAMC Facebook general site with opportunities to volunteer and serve.

### **2) How many hours outside of the monthly board meeting does your job require?**

2-4 hours

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Navigating a computer system. It's pretty easy, but you need some computer skills

### **4) Is there a specific time of the year that your position is busier than others?**

Beginning of the year, getting everyone loaded in VIMIS.

## **WFSC Meals Chair**

### **1) What does your position do?**

The WFSC Chair organizes dinners for the WFSC every fourth Thursday of each month (with the exception of November (pies only) and December (brunch)). Doing this includes contacting different restaurants/catering businesses each month by phone and asking if they'd be willing to donate and/or offer a discount on a meal for ~130 warriors (including their families). E-mails are then exchanged - a formal letter requesting the donation with our 501(c)(3) status and tax ID number and their agreement with official invoice (so the WFSC can pay for the meal).

### **2) How many hours outside of the monthly board meeting does your job require?**

Time spent each month changes from month to month based on how much micromanaging/extra communication is needed on my part. If all things go smoothly, there tends to be 2 hours contacting people and sending out e-mails and then spend 2 hours at the dinner. When a restaurant is hard to get ahold of or doesn't follow up in a timely manner, the position may require an extra hour tracking people and documents down.

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

To be successful in this position, you need to be able to communicate clearly, follow-up in a timely manner, arrive early to dinners (punctuality), plan ahead (donation requests for some companies require 6-8 weeks) and be okay explaining to people our purpose and asking them if they'd be willing to donate/discount their food and services.

### **4) Is there a specific time of the year that your position is busier than others?**

This position is pretty steady in that it requires pretty much the same amount of attention from month to month. November is probably the only month that doesn't require as much planning.

## **Membership Chair**

### **1) What does your position do?**

Recruit new members, track membership info, update directory, host/attend recruitment and welcome events

### **2) How many hours outside of the monthly board meeting does your job require?**

5-15

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

strong organizational skills, outgoing personality, creative thinking

### **4) Is there a specific time of the year that your position is busier than others?**

Summer months are the busiest

## **FAST Chair**

### **1) What does your position do?**

Set up meal trains and assistance to members in need.

### **2) How many hours outside of the monthly board meeting does your job require?**

1-2

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Organization and social skills.

### **4) Is there a specific time of the year that your position is busier than others?**

Pretty consistent each month.

## **Media Chair**

### **1) What does your position do?**

Design / Write Quarterly Newsletter, Monthly Bulletin, and Monthly Calendar

Maintain Auxiliary and major fundraising event website

Create graphics and Facebook engagement.

### **2) How many hours outside of the monthly board meeting does your job require?**

10-15

### **3) What do you think would make someone successful at this position? (I.e. ability to talk to strangers, free time in the evenings, strong organizational skills)**

Design / writing background. Familiar with Canva or other design software.

### **4) Is there a specific time of the year that your position is busier than others?**

Pretty consistent each month. Expecting it to be busy around the major fundraising event.