

Executive Council Duty Description

President:

- Responsible for enforcement of Constitution, Bylaws, and standing rules of the Round Table and ensuring the Round Table is governed by such rules and regulations.
- Chairs all Roundtable meetings, serves as oversight for all subcommittees, and maintains order and discipline as required.
- Appoints special committees as deemed necessary.
- Signs all minutes of the Round Table.
- Establish and maintain a system for the protection of organization assets and ensure the liabilities do not exceed income.
- Authorized to approve payment by the Treasurer of any bills, not included in the budget, for the Round Table operation, not to exceed \$100.00 or the balance, whichever is lesser.
- May sign checks.
- Carries out all other actions necessary to ensure responsible functioning of The Round Table, to include setting clear expectations to subcommittee leads and special project coordinators.
- Provide an agenda for each meeting of the Round Table and act as facilitator to ensure that the meetings proceed in a timely manner and stay on track with the agenda.
- Be able to assume the duties of the Vice President, Treasurer, Secretary, and Committee Chair as necessary.

Vice President:

- Accepts all the responsibilities of the President in his/her official absence.
- Ensures the accounts of the Round Table are audited prior to being turned over to the next incoming Treasurer.
- Will provide oversight of subcommittees as necessary.
- May sign checks.
- Supports the decisions of and responds to the leadership of the President.
- Be able to assume the duties of the President, Treasurer, Secretary, and Committee Chair Representative as necessary.

Secretary:

- Shall record the minutes of all membership and Executive Board meetings.
- Prepare required correspondence, announce meetings as required and have custody of all organization records.
- Present meeting minutes of the organization to 502 FSS/FSR as detailed in the handbook and to the Executive Board upon request.
- Will announce Round table special events (i.e. fundraisers, summer picnic, holiday party, etc.) and request support.
- Is responsible for the upkeep of the Round Table SharePoint site.

Treasurer:

- Custodian for all Round Table funds.
- Receives and disburses funds belonging to the Round Table
- Prepare and use budgets as a financial management tool.
- Presents budget to the officers and governing board for review.
- Will maintain all authenticated receipts for fund transactions.
- Provides a financial statement at each meeting containing the status of all financial transactions and the current financial balance.
- Provides a monthly financial statement and submit it to the Executive Board for review.
- Responsible for sending gifts and cards.
- Authorized to charge flowers and other suitable gifts to the account of the organization
- May sign checks.
- Be able to assume the duties of the President, Vice-President, Secretary, and PA rep when necessary.

Committee Chair:

- Oversee AFIMSC events presented by the Round Table.
- Ensure that the rules and guidelines of the JBSA PO Handbook, fundraiser requests and Public Health rules are abided by.
- Keep accountability of the appointment of POC's and volunteers.
- Ensure fundraiser requests are filled out and routed properly.