2019-2020 SCOTT SPOUSES' CLUB BOARD OF GOVERNORS APPLICATION

Your Scott Spouses' Club (SSC) needs you! SSC will soon begin proceedings to select candidates to serve as Committee Chairs for the next club year. We encourage you to serve with this group of committed volunteers in their activities. For a better idea of what each board member does, please read the brief job descriptions attached on the second page. You are strongly encouraged to list more than one committee preference. Some Chairs will be assigned a Co-Chair based on the volume of work. Positions are appointed by the President and applying does not ensure an appointment. You may attach additional sheets if needed.

NAME:_____ PHONE:_____

ADDRESS:_____

EMAIL:_____

SPOUSE STATUS: ___ACTIVE DUTY ___RETIRED

OPEN TO A CO-CHAIR COMMITTEE POSITION: ___YES ___NO

STANDING COMMITTEE PREFERENCE:

1._____

2._____

3._____

4._____

WHAT INTERESTS YOU ABOUT THE POSITION(S)?

_____

_____

HOW IS THE POSITION A GOOD FIT FOR YOU?

_____

_____

WHAT ARE YOUR PLANS FOR THIS POSITION/COMMITTEE?

_____

_____

WILL YOU BE ABLE TO REGULARLY ATTEND BOARD MEETINGS? (Meetings are held at the Scott Event Center on the first Wednesday of the month from 9:30-11:30.)

_____

_____

PREVIOUS SPOUSES' CLUB POSITIONS HELD: (name of positions, date(s) you served on the board(s))

_____

_____

PREVIOUS WORK/NON-PROFIT EXPERIENCE:

_____

_____

Please complete the above form and return to: SSC President, PO BOX 25037, Scott AFB IL 62225
or email to PresidentScottSpouseClub@gmail.com

SSC STANDING COMMITTEE CHAIRS

All committee chairs must be SSC members in good standing, attend Board of Governors'(BOG) meetings as a voting member, attend General Membership meetings as often as possible, submit monthly board reports and maintain records in accordance with the SSC Constitution and By-laws.

AIRMEN APPRECIATION – Plans/coordinates Airmen Appreciation activities including the Cookie Drop and Dorm Dinners.

ASSOCIATE LIAISON - Represents retiree spouses to the SSC Board. Encourages spouses of retired service members to participate in club activities and communicates with them via e-mail.

CHARITABLE COMMITTEE – Accepts, records and distributes welfare requests. Leads monthly committee meetings to review requests and build motions. Presents all motions to the BOG and/or membership.

COMMUNITY LIAISON - Coordinates community outreach and donation events. Contacts community partners, collects items and delivers donations to monthly partners. Liaison to Airman's Attic and Thrift Shop.

FUNDRAISING - Coordinates fundraising events (for example: Wreaths Across America and a Trivia Night or Silent Auction). Works with President to put together committees as needed for planning events.

HISTORIAN - Official photographer for SSC activities. Coordinates with other chairs to schedule photo opportunities and shares photos efficiently with Public Relations chair. Maintains historical documentation.

HOSPITALITY - Sets up and mans Hospitality check in table at General Membership meetings. Hails and farewells members monthly. Hosts SSC tables at bimonthly A&FRC events. Maintains inventory.

MEMBERSHIP - Keeps updated record of all members. Produces/distributes membership roster, directory and name tags. Processes applications and dues. Responds to membership inquiries. Helps plan recruiting events.

MINI CLUBS - Helps determine which mini clubs are offered (Bunco, Playgroup etc.). Recruits and works with Leaders. Helps Leaders prepare for September Membership Drive. Displays sign up sheets monthly.

OPPORTUNITIES - Collects opportunity donations to display at monthly meetings for the drawing. Maintains ticket inventory. Sells opportunity tickets at monthly meetings and draws for winners.

PROGRAMS - Develops programs for monthly socials; plans menu, room setup, and decorations, door prizes for event. Coordinates with Public Relations and Reservations.

PUBLIC RELATIONS/WEBMASTER - Responsible for advertising both in print and online. Maintains and updates website and social media accounts.

RESERVATIONS - Accepts RSVPs for social functions. Reports reservation information to Programs. Follows up with members who RSVP yes, but do not attend. Responsible for greeting attendees during check in.

SCHOLARSHIP - Oversees the SSC Scholarship program. Updates applications, gathers packages, selects committee and judges. Publicizes scholarships with assistance from PR.