

### **Administrative Treasurer**

Keeps the checkbook and spreadsheet for the HOSC's membership side of the house. Writes reimbursement checks, makes deposits, handles PayPal transfers of money to the HOSC account, pays the catering bill, handles tax filing for the club and manages the budget and spreadsheet. Attends general board meetings, executive board meetings, and socials.

### **Welfare Treasurer**

Keeps the checkbook for the HOSC's welfare side of the house. Writes grant and scholarship checks to recipients as needed, deposits welfare funds from the HOSC thrift shop, assists administrative treasurer with tax filing for the HOSC, attends scholarship, grants and thrift shop meetings in addition to general and executive board meetings and socials.

### **Community Relations**

Attends base-wide meetings as they occur and reports on HOSC happenings as well as brings information back to the HOSC board. Attends any Hickam Community event on behalf of the HOSC. Attends HOSC general board meetings and social events.

### **Thrift Shop Volunteer Coordinator**

Works closely with the Thrift Shop Coordinator and Thrift Shop manager to provide information regarding volunteer opportunities at the Thrift Shop. Coordinates training days for new volunteers and tracks volunteer hours to report to the HOSC as well as the military family support center. Recruits new volunteers and manages upcoming pull parties and volunteer work days at the

Thrift Shop. Attends Thrift Shop committee meetings, HOSC general board meetings and social events.

### **Scholarship Coordinator**

Manages all aspects of HOSC scholarship program, partnering with VP Welfare and Welfare Treasurer to ensure responsible dispersion of charitable funds. Reviews and updates applications, advertises scholarship program, and drafts award plan. Leads scholarship judging by recruiting judges from the community then organizes and oversees judging session. Organizes scholarship presentation ceremony. Manages any designated operational funds. Chairs and votes on the Scholarship Committee. Attends HOSC general board meetings and social events.

### **Parliamentarian**

Attends the executive and general board meetings, Thrift Shop committee meetings and social events. Keeps the meetings running smoothly and in accordance with Roberts Rules of Parliamentary Procedure. Ensures that all HOSC documents are updated as needed. Ensures that the HOSC is adhering to JBPHH guidelines for private organizations and with the President, consults the JBPHH legal office with any questions or concerns that arise regarding these guidelines. Ensures that a quorum is met and that all voting on issues within the HOSC is according to the bylaws and constitution.