

## YOUR AFOWC NEEDS YOU

Your AFOWC will soon begin proceedings to select candidates to run for office on the Executive Committee for the 2012-2013 club year. We encourage you to serve with this group of committed volunteers in their activities on behalf of your AFOWC. Spouses of retired, as well as active duty, officers are eligible to run for all elected positions with exception of President, 1st and 2nd Vice President. For a better idea of what each elected board member does, please read these brief job descriptions.

**PRESIDENT:** Presides at all AFOWC meetings. Appoints chairpersons and fills any vacancy on the Board. Serves on most committees. Acts as advisor to Protocol, Special Interest and Special Event Committees. Has a working knowledge of the AFOWC Constitution, and Bylaws.

**1st Vice President:** Assists the President and assumes the Presidency if necessary. Performs the duties of the President in his/her absence. Serves as an advisor to all social committees. Is a member of Administrative Budget and Constitution and Bylaws Committees. Takes minutes in absence of the Secretary. Is responsible for all matters concerning Protocol.

**2nd Vice President:** Assists the Presidents, assumes duties of the 1st Vice in her/his absence. Serves as an Advisor to all welfare committees (except Charity Ball). Serves on Welfare Budget Committee and Constitution and Bylaws Committee. Supervises and acts as Interim Chair for welfare committees. Is a member of the Thrift Shop Advisory Board. Reports in the Welfare Treasurer's absence. Serves as liaison for the Air Force Village.

**Secretary:** Records minutes of all AFOWC meetings; distributes meeting info to Board members. Checks PO Box, distributes mail, and handles most correspondence. Assumes Parliamentary duties in her absence. Custodian of permanent records.

**Administrative Treasurer:** Maintains all administrative records and pays approved accounts. Assembles bookkeeping records for delivery to auditor and tax preparer. Chairs Budget Committee. Bookkeeping knowledge helpful, but not required. Performs duties of Welfare Treasurer in her/his absence. All Admin accounts are stored on Quicken Premier 2010 and will be used by the Admin. Treasurer chair.

**Welfare Treasurer:** Maintains all welfare records and pays approved accounts. Researches welfare requests. Assembles bookkeeping records for delivery to auditor and tax preparer. Chairs Budget Committee. Serves on Thrift Shop Committee. Performs duties of Administrative Treasurer in her/his absence. Bookkeeping knowledge helpful, but not required.

### \*\*\*\*\*AFOWC CANDIDATE RESUME and APPLICATION\*\*\*\*\*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ELECTED OFFICE PREFERENCE:

SPOUSE STATUS:

1. \_\_\_\_\_

\_\_\_ ACTIVE DUTY

2. \_\_\_\_\_

\_\_\_ RETIRED

STANDING COMMITTEE PREFERENCE: (These are appointed by the President and applying may not assure appointment to this position)

1. \_\_\_\_\_

2. \_\_\_\_\_

PREVIOUS OWC/OSC POSITIONS HELD, ACTIVITIES, AND SPECIAL INTERESTS:

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Please complete the above form and return to:  
Holly Jones, AFOWC Parliamentarian, 8030 Mitchell Loop, SW, Bolling AFB, DC 20032