

## WCSC Executive Board of Governors (EBOG)

01 February 2024

### **A. Executive Board of Governors (EBOG)**

1. The EBOG shall consist of the elected officers, the Parliamentarian, the Honorary President, Honorary Vice President, and Senior Advisor(s).
2. Shall meet each month prior to the BOG meeting to go over the standing committees monthly reports and motions to be presented to the BOG.

### **B. Duties of the Executive Board of Governors (EBOG)**

1. To coordinate and supervise all activities of WCSC, Inc.
2. To direct the collection and disbursement of the WCSC, Inc. monies and establish proper accounting procedures.
3. To initiate changes to the Constitution and the Bylaws for the efficient and orderly operation of WCSC, Inc.
4. The EBOG may conduct business on an emergency basis only in the absence of the availability of a quorum of the BOG.
5. The EBOG has final approval on all board and committee members.

## **Organizational Management**

The Organizational Management positions are listed below along with a short list of some of the ongoing requirements of each position; these lists are not exhaustive. All positions listed have additional required duties and obligations as outlined in the individual Standard Operating Procedures (SOP) specific to each position.

### **A. President**

1. Is a member of the EBOG/BOG.
2. Votes only in case of a tie.
3. Is a WCSC representative for the community and acts as liaison between the E/BOG, General Membership, community groups, and private organizations.
4. Signs all contracts and legal documents. The President shall insure the appropriate persons are authorized signatories on the WCSC accounts.
5. Is custodian of all WCSC accounts and is authorized to sign checks in conjunction with the Treasurers, Vice Presidents, or authorized individuals.
6. Shall be bonded for \$50,000.
7. Ensures the submission of all necessary documents to the Garrison Private Organization (PO) representative for all reviews.

8. Shall have oversight on all financial decisions and budgets for each chair position.
9. The President can call an emergency meeting of the BOG at her/his discretion.

**B. Philanthropic Vice President**

1. Is a voting member of the EBOG/BOG.
2. Along with Chair, organizes and oversees monthly committee meetings with Thrift Shop, Grants and Scholarship Committee Chairs; oversee Volunteer Coordinator.
3. Signs checks in conjunction with the Administrative and Community Support Treasurers and the President.
4. Shall be bonded for \$50,000.
5. Shall have oversight on all financial decisions and budgets for each chair position.

**C. Social Vice President**

1. Is a voting member of the EBOG/BOG
2. Organizes and oversees, each monthly General Membership Meeting in coordination with the appropriate chairs.
3. Oversees Activities Chair and Special Events functions.
4. Shall be bonded for \$5,000.
5. Shall have oversight on all financial decisions and budgets for each chair position.

**D. Administrative Vice President**

1. Is a voting member of the EBOG/BOG
2. Oversees WCSC community presence through Digital Communication and Publicity Chairs
3. Organizes and oversees monthly committee meetings with Community Outreach Chair.
4. Shall be bonded for \$5,000.
5. Shall have oversight on all financial decisions and budgets for each chair position.

**E. Secretary**

1. Is a voting member of the EBOG/BOG
2. Maintains the minutes of the EBOG, BOG, Grants, Thrift Shop, Constitution & Bylaws, Budget and Thrift Shop Budget Committees and other committees as requested.
3. Maintains electronic files for EBOG and BOG board reports.

**F. Administrative Treasurer**

1. Is a voting member of the EBOG/BOG
2. Shall submit a monthly report, with financial statements, before the BOG meetings to the WCSC President and Secretary.

3. Chairs the Administrative Budget Committee for the upcoming fiscal year by April. The budget shall be approved by a majority vote of the BOG and by a majority vote of the General Membership in May.
4. Ensures bonding as specified in the Bylaws and ensures WCSC has sufficient liability insurance coverage.
5. Prepares and submits monthly and quarterly financial reports to the BOG for review and approval. A quarterly financial report must be submitted to the Garrison Approving Authority.
6. Prepares for annual audit and tax filings.
7. Is authorized to sign checks in conjunction with the President, Philanthropic Vice President, or authorized individuals.
8. Ensures copies of financial statements and reports are held by the club for seven years.
9. Shall be bonded for \$50,000.

#### **G. Community Support Treasurer**

1. Is a voting member of the EBOG/BOG
2. Is a non-voting member of the Thrift Store, Grants and Scholarship Committees.
3. Shall submit a monthly report, with financial statements, before the BOG meetings to the WCSC President, Administrative Treasurer and Secretary.
4. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth, and financial transactions of the Community Support fund account.
5. Is authorized to sign checks in conjunction with the President, Philanthropic Vice President, Administrative Treasurer, or authorized individuals.
6. Ensures copies of Community Support financial statements and reports are held by the club for seven years.
7. Shall be bonded for \$50,000.