



Hand Book

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Section 1: General Responsibilities and Specific Job Descriptions

Board Overview



The Executive Board and Board of Governors shall be the governing body of the DMESA and shall direct the operation of the DMESA. All positions on the Executive Board and Board of Governors have General Responsibilities. These General responsibilities apply to all positions. Responsibilities that are specific to each position are more clearly defined under each position.

Executive Board Positions:

President*
Vice President*
Treasurer*
Secretary*
Advisors

Board of Governors Positions:

Parliamentarian
Membership Chair*
Publicity Chair*
Thrift Shop Chair*

Volunteer Team Positions:

Special Events Team
Volunteer Team
Fundraising Team
Sunshine Team

* Denotes Executive Board positions. The Executive Board positions report to the President, with the exception of the Advisors.

Executive Board Responsibilities



- a. Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event.
- b. Attend all DMESA sponsored activities. If unable to attend, notify President or Vice President of absence prior to event.
- c. Board reports listing all activities and financial obligations for the previous month shall be submitted monthly to the President 1 week prior to Executive Board Meeting.
- d. Submit all voucher sheets in a timely manner.
- e. Review job description annually and revise, if needed, in March; return it to Parliamentarian in April.
- f. All elected and appointed members of the Board of Governors will maintain previous and current year job descriptions and records for one (1) previous year and the current year. Exceptions: The Treasurer will maintain financial records for five (5) previous years and the current year. The Secretary shall record and maintain all permanent records, correspondence, meeting minutes, membership roster, special reports and activities of the Executive Board and General Membership. Will keep all previous records that have been handed over for five (5) years proceeding the current fiscal year.
- g. Records reflecting major changes in the operation or makeup of the organization will be retained in perpetuity by the Parliamentarian.
- h. Write year-end report due at the March Board Meeting and placed in the continuity binder.

Executive Board Responsibilities



- a. Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event.
- i. Maintain notebook with the following required information:
 - Current Yearly Calendar of Events
 - Current Executive Board & Board of Governors Roster
 - Current Chart of Chair Substitutions
 - DMESA Handbook, By-Laws and Constitution
 - Specific Job Description and relevant information to position (i.e. POCs, passwords, chair-specific event planning, etc)
 - Charitable and General Budget for the Current Year
 - Board Reports for the Position from the Previous Year and the Current Year
- j. Give notebook to successor at the March Board Meeting. If you are unable to attend March Board Meeting please arrange a date before the Board Meeting to turn over notebook or turn notebook over to President, so that it can be forwarded to successor at April's Board Meeting.
- k. Use and regularly monitor the Official DMESA email for their position
- l. Chair position substitutions will be executed through the following chart:

Board Substitutions



When a The Executive Board or Board of Governors chair will be absent for a Board meeting or DMESA-sponsored event, the appropriate chair will fill in for that absent chair. The substitute will ensure that the responsibilities of that chair are executed in their absence.

CHAIR	FILLED BY (IN ABSENCE)
President	Vice President
Vice President	President
Treasurer	President
Secretary	Parliamentarian
Parliamentarian	Secretary
Membership Chair	Sunshine Team Lead
Thrift Store Chair	Vice President
Publicity Chair	President
Special Events Team Lead	President
Volunteer Team Lead	Vice President
Fundraising Team Lead	Treasurer
Sunshine Team Lead	Secretary

Board Positions



President:

- Presides at all Executive Board meetings, and all regular and special meetings of the DMESA.
- Shall be the official representative of the DMESA at base sponsored events and functions, attend necessary meetings of the Volunteer Advisory Council and the AAFES/DeCA Council, and shall sit on the Executive Board of the Davis Monthan Thrift Shop as a voting member.
- Shall communicate concerns and/or needs to the Spouse Advisor and /or 355th Command Chief on behalf of the DMESA.
- Appoints all Chairpersons of Standing Committees, consistent with the needs of the DMESA, with Executive Board approval.
 - The Chairpersons can then choose their co-chairperson as deemed necessary with the approval of the Executive Board.
 - Both may attend all board meetings, however, only the chairperson will have voting privileges. The co-chairperson will have voting privileges in the absence of the chairperson.
- Ensures that the DMESA maintains its non-profit 501(c)4 status with the Internal Revenue Service (IRS) and that the yearly 990-N e-Postcard (or applicable IRS tax form) is filed.
- Ensures that the DMESA maintains current bonding and liability insurance.
- Is a main signer on the General and Welfare bank accounts. Is bonded and insured for financial matters when necessary.

Board Positions



President:

- Ensures that each elected position fulfills their job description in accordance with the DMESA By-Laws and Constitution and the Air Force Instruction (AFI) 34-223.
- Ensures that all legal documents are up to date and filed with the correct offices. These documents include:
 - Liability Insurance Waiver to the 355th Private Organization Coordinator each year.
 - Fundraising Requests to the 355th Public Health and 355th Private Organization Coordinator as well as any location office, i.e. AAFES, DeCA, etc. as appropriate.
 - Executive Board and General Membership meeting minutes to the 355th Private Organization Coordinator each month with the support of the Secretary.
 - Treasury Report to the 355th Private Organization Coordinator upon request with the support of the Treasurer.
- Ensures the DMESA does not engage in activities that compete with any Services, NAFI or AAFES services, except as provided by AFI 34-223, Private Organizations Program.
- Attends all Executive Board and General Membership meetings, unless advanced notice is given prior to meeting or event. In the case of absence, the Vice President will preside.
- Reviews and approves information that the DMESA proposes to disseminate to the public outside the military community.

Board Positions



President:

- Prepares and submits a meeting agenda for all Executive Board and General Membership meetings to email to appropriate members.
- Countersigns and attests to all minutes of the DMESA.
- Oversees the Thrift Shop Volunteer Committee (TSVC)
 - Attends all TSVC Meetings, Unless advanced notice is given prior to meeting or event. President shall appoint a proxy to attend.
 - Reviews Thrift Shop financial records quarterly.
- Presents all matters in an unbiased manner and conducts proceedings in accordance with accepted parliamentary procedures.
- Serves as an ex-officio member of all committees.
- Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
- Represents the DMESA in the Right Start briefings, Heart Link briefings or anywhere deemed appropriate. Unless advanced notice is given prior to meeting or event. President shall appoint a proxy to attend.
- Coordinates an Executive appreciation function.
- Has voting privileges as well as the ability to make a motion and/or amendment.

Board Positions



Vice President:

- Assumes the Presidency if the president is unable to complete the full term of office.
- Shall perform the duties of the President in their absence.
- Shall act as assistant to the President and perform appropriate duties as assigned by the President.
- Fills out proper fundraising paper work correctly and files with the appropriate office in conjunction with the President.
- Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event.
- Oversees the operations of the following Chairpersons/Committees: Volunteer Chair, Cooking Club, and Photo Club.
- Oversees the Thrift Shop Volunteer Committee (TSVC) as necessary.
 - Attends all TSVC Meetings when needed.
- Assists the President and maintains a working knowledge of DMESA activities.

Board Positions



Vice President:

- Serves as liaison for the Volunteer Coordinator, and helps performs the following duties:
 - Tracking and maintaining volunteer hours within the members of the DMESA.
 - Reports monthly totals to the A&FRC
 - Reports monthly totals to Board of Governors
 - Organizes all DMESA group volunteer service projects.
 - Works, in conjunction with A&FRC, to organize end of year volunteer recognition event.
- Has voting privileges as well as the ability to make a motion and/or amendment.

Board Positions



Treasurer:

- Shall assume main responsibility for all financial transactions for the General and Welfare accounts as authorized by the Executive Board and/or General Membership including paying bills such as Post Office box, insurance, and bank fees.
- Ensures that the DMESA is included in the yearly Combined Federal Campaign (CFC) held at DMAFB.
- Is a main signer on the General and Welfare bank accounts. Is bonded and insured for financial matters when appropriate.
- Ensures that the bank has up to date and current information.
- Arranges for a yearly review of General and Welfare bank account ledgers regardless of maintaining elected position for a second year.
- Prepares and submits a monthly report of the General and Welfare Funds bank accounts to the Executive Board and the General Membership.
- Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event. Shall appoint a proxy to attend.
- Has voting privileges as well as the ability to make a motion and/or amendment.

Board Positions



Secretary

- Shall record and maintain all permanent records, correspondence, meeting minutes, membership roster, special reports and activities of the Executive Board and General Membership. Will keep all previous records that have been handed over for five (5) years proceeding the current fiscal year.
- Maintains an inventory list of all DMESA property in conjunction with the DMESA Treasurer.
- Notifies members of upcoming membership dues on their yearly anniversary in conjunction with the Membership Chair.
- Maintains files such as meeting minutes, Treasury Reports, forms, requests, publicity information, etc. in board position binder/ google drive.
- Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event. Shall appoint a proxy to attend.
- Assists the President in preparing and submitting the monthly minutes from the Executive Board and General Membership meetings and also submits the monthly Treasury Report to the 355th Private Organization Coordinator after approval.

Board Positions



Secretary

- Handles all correspondence concerning the DMESA including, but not limited to: letters, invitations, and thank you cards.
- Maintains a complete file of all correspondence.
- Shall recognize all member's birthdays and wedding anniversaries in the form of a card signed by the Executive Board and presented at the General Membership meeting.
- Has voting privileges as well as the ability to make a motion and/or amendment.

Board Positions



Parliamentarian

- Ensures that all DMESA By-Laws and Constitution articles as well as provisions in AFI 34-223 and other Air Force and Department of Defense regulations are adhered to.
- Ensures that all meetings, discussions, and votes adhere to Robert's Rules of Order, Newly Revised by Henry Martin.
- Oversees the nominating and election of Executive Board members each year.
- Oversees the election process.
- Installs newly elected officers of the Executive Board.
- Keeps on file any updated job description for all Executive Board & Board of Governor positions.
- As needed, conducts a workshop for all incoming Executive Board & Board of Governor positions covering information on continuity notebooks, parliamentary procedures and job descriptions.
- Responsible for providing copies of the constitution and By-Laws to new officers and members upon request.
- Attends all Executive Board and General Membership meetings. Absences must be approved by the President in advance.

Board Positions



Parliamentarian

- Unless advanced notice is given prior to meeting or event.
- Does not have voting privileges or the ability to make a motion and/or amendment. May only vote in elections in the case of a tie.
- Determines a quorum and oversees all voting.
- Conducts telephone or e-mail votes as directed by the President or Executive Board.
- Works closely with and reports to DMESA President.

Board Positions



Membership Chair

The Membership chair plans and implement membership promotion and retention programs and discusses them with the Executive Board. They gather, record, analyze, and retain membership statistics for our organization. This person should be well organized and trustworthy.

- Responsible for maintaining an accurate and up-to-date roster of current DMESA members containing all addresses, phone numbers and e-mail addresses in conjunction with the Secretary.
- Arrives early and provides name tags for members and guests at DMESA functions.
- Provides a sign-in list at all DMESA functions so that we may recognize new members, outgoing members and guests.
- Registers new members and assists the Treasurer in collecting dues at DMESA functions.
- Helps new members and guests feel welcome by introducing them to other DMESA members during social time.
- Verbally recognizes all new DMESA members and guests, and farewells outgoing members at DMESA General Membership meetings and functions.
- Works closely with and reports to DMESA Treasurer.

Board Positions



Thrift Store Chair

- Shall volunteer at the Davis Monthan Thrift Shop a minimum of ten (10) hours per month.
- Shall attend the Davis Monthan Thrift Shop Council meetings as a voting member and any special events.
- Acts as the liaison for the DMESA to the Davis Monthan Thrift Shop.
- Prepares and submits a monthly report to the Executive Board and General Membership.
- Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event.
- Has voting privileges as well as the ability to make a motion and/or amendment.
- Works closely with and reports to DMESA Vice President.

Board Positions



Publicity Chair

- Shall be responsible for maintaining the DMESA logo as well as all brand books, publicity brochures, posters, promotional items including designing and ordering.
- Shall maintain the DMESA website and Facebook page with current information and photos. Any information requests not able to be answered shall be passed along to the President or the Executive Board.
- Shall work with the DMESA Board and Publicity Team to promote the DMESA and maintain a presence on the "DM ESA" Facebook page as well as other base related and/or Air Force related Facebook pages.
- Shall design a monthly newsletter including upcoming DMESA activities, birthdays and anniversaries, DMAFB activities and events, and any other useful information. The newsletter shall be made available via email, on the DMESA website and Facebook page.
- Handles all publicity for the DMESA, including advertising in the base newspaper or Housing Office newsletter; or anywhere deemed appropriate
- Shall adhere to the guidelines and rules of publications in AFI 34-223.
- Attends all Executive Board and General Membership meetings. Unless advanced notice is given prior to meeting or event.
- Has voting privileges as well as the ability to make a motion and/or amendment.

Board Positions



Honorary & Spouse Advisors

The Advisor(s) shall serve on the Executive Board and the Board of Governors in an advisory capacity without vote. Advisors are categorized as Honorary Members and are not required to pay dues. If the Honorary Member decides to join the LSC as an Active Member by paying dues, she/he shall be entitled to all the rights and privileges of an Active Member.

- Shall be informed of all DMESA activities, changes, and decisions.
- Shall serve as a liaison for the DMESA to other base organizations, clubs, and activities/events.
- Shall attend Executive Board and General Membership meetings at their discretion.
- The Advisor(s) shall serve on the Thrift Shop Executive Board in an advisory capacity without vote.
- Assists the President and the Executive Board.



Section 2: General Information and Forms

Executive Board Agenda Template



Davis Monthan Enlisted Spouses Association Board Meeting – DATE



Start Time:

Meeting Location: 6577 E. Cunningham Tucson, AZ 85708

Attendance:

Not in Attendance:

I. Call to Order

II. President's Opening Comments

III. Review and Approve Previous Board Minutes

IV. Executive Board Reports

1. President
2. Vice President
3. Treasurer
4. Secretary

V. Board of Governors

5. Parliamentarian
6. Thrift Store Chair
7. Membership Chair

VI. Welfare Reports

8. Fundraising

VII. Old Business

VIII. New Business

9. Wild Heart Time:

IX. Announcements

10. Dates to Remember
11. President's Comments
12. Advisor's Comments

X. Adjournment

Meeting Adjourned:

Submitted by:

Davis Monthan Enlisted Spouses Association

Executive Board Meeting Notes Template



Davis Monthan Enlisted Spouses Association Board Meeting
DATE
Meeting brought to order:
Meeting adjourned:



Attendance:
Not in Attendance:

TOPIC	DISCUSSION	ACTIONS
President's Opening Remarks		
Review & Approve Previous Board Meetings		
Executive Board Reports	<ol style="list-style-type: none"> 1. President 2. Vice President 3. Treasurer 4. Secretary 	
Board of Governors	<ol style="list-style-type: none"> 1. Parliamentarian 2. Thrift Store Chair 3. Membership Chair 	
Welfare Reports	<ol style="list-style-type: none"> 1. Fundraising 	
Old Business		
New Business		
Announcements		

Submitted by:
 Approved by:

Parliamentary Procedure



Simplified

The Object:

The object of parliamentary law is to provide a common formula or guide for conducting meetings and public gatherings. It is the means by which the will of the majority may be determined in an orderly manner. It provides for free and open debate which should assure a fair hearing for all persons and all points of view.

The Basic Principles of Parliamentary Law:

- 1) One question or proposal at a time.
- 2) The democratic principle of rule by the majority without tyranny to the minority.
- 3) The right to free and full debate.
- 4) The principle of equality: every member is the equal of every other in the right to introduce, debate, and vote upon matters before the group.
- 5) Courtesy: Respect for the rights of individuals and for the assembly itself.

Procedure to propose a Main motion:

Member: Madam President.

President: Jane Doe.

Member: I move that _ .

Another Member: I second the motion.

President: It is moved and seconded that (states motion).

Members now wishing to speak for or against the motion must address the President and be recognized before speaking. A discussion follows.

Parliamentary Procedure



Simplified Continued

Procedure to propose a Main motion (continued):

President: Are you ready for the question?
If no one addresses the President, she puts the motion to vote.
President: The vote is on the motion (states motion).
Those in favor say "Aye". Those opposed say "no".
After the vote, the President declares the result, either "The ayes have it; the motion is carried." OR "The no's have it; the motion is lost. Is there other business?"

Rules for a Main Motion:

- 1) In order to vote when no other main motion is pending.
- 2) Majority vote decides. (The President may vote to break a tie.)
- 3) When motion is decided, it cannot be taken up at the same meeting, except on motion to reconsider. The motion to reconsider can be made by a person that had voted on the winning side of the vote.

Other forms of motions that must refer to the main motion on the floor and must be voted upon individually prior to the vote on the main motion are:

- 1) To postpone consideration indefinitely.
- 2) To amend or substitute words in the main motion.
- 3) To postpone definitely (set a date for it to be discussed again.)
- 4) To close debate and vote immediately.
- 5) To table.
- 6) To withdraw motion.
- 7) To rescind or repeal the motion.

Parliamentary Procedure



Simplified Continued

Meeting etiquette:

DO:

- 1) Phrase clearly any motion which you present.
- 2) Permit the chairman to state the motion before you debate upon it.
- 3) Be careful to use the appropriate motion for the action which you wish taken.
- 4) Say "I move..."
- 5) Be on the alert to detect violations of rules of order.

DO NOT:

- 1) Do not wait to obtain the floor in order to second a motion.
- 2) Do not say "The motion on the floor", instead say "the pending motion" or "the motion before the club".
- 3) Do not say "I support the motion", instead say "I second the motion".
- 4) DO NOT ENGAGE IN CONVERSATION WHILE THE ASSEMBLY IS IN SESSION.

DMESA Forms



The following forms are to be used in conjunction with the DMESA Constitution and By-Laws. Where there are any conflicts between these documents, the By-Laws and Constitution will be followed.

FORM	LOCTIONS	
• By-Laws	Google Drive	Online
• Constitution	Google Drive	Online
• Brand Book	Google Drive	
• DMESA Structure	Google Drive	
• Position Description	Google Drive	Online
• Membership Application	Google Drive	Online
• Charitable Request Form	Google Drive	Online
• Volunteer Log	Google Drive	Online
• Reimbursement Form	Google Drive	
• Candidate Information Form	Google Drive	Online