|  |  |
| --- | --- |
| **Voting Officer Descriptions**Full job descriptions may be found in the bylaws at [mbosc.net](https://d.docs.live.net/3d0705e78cfb9b01/Documents/MBSC%202020-2021/mbosc.net)**President*** Presides over all meetings of the Board of Directors and sits on all committees, ex-officio.
* Appoints all appointed directors and committee chairs.
* Acts as liaison between MBSC and the local commands.

**Vice President*** Performs duties of the president in his/her absence.
* Plans monthly socials.
* Maintains and secures storage facility.

**Chief Financial Officer (Treasurer )*** Custodian of MBSC Administrative, financial records and accounts.
* Responsible to file tax statements and accountable for all money in the Administrative Fund.
* Presents books for audit upon resignation or completion of terms and presents all audit reports to the President for review and signature.
* Computer experience is required; Accounting or Quickbooks experience helpful; detail oriented and organized candidate is a plus.

**Secretary*** Records minutes at meetings of directors.
* Supports membership in maintenance of records.
* Computer experience required.

**Parliamentarian*** Is responsible for the Bylaws and ensures procedure and guidelines are being followed.
* Chairs a committee for bylaws review in odd-number years; reviews Standing Rules in even-number years.
* Is responsible for nomination period and annual elections.

**Special Interest Group (SIG) Coordinator*** Appoints chairs for different SIGs.
* Acts as liaison between SIG chairs and the Board of Directors.
* Maintains MBSC display case in Herrmann Hall.
 | **Application for the 2021-2022 MBSC Board of Directors**We need YOU!  Do you want to be a part of the group that steers the club and ensures its place in the community?  Then join the MBSC Board of Directors! Applications for Officer positions are now being accepted for the 2021-2022 year. The nomination period **will close April 23, 2021**. Elections will be held at online in the first week of May, 2021. All MBSC Members may vote.*\*Are you interested in a position as an appointed director?  Use the bottom portion of this application to make your interest known!* |
| Name:Click or tap here to enter text. PhoneClick or tap here to enter text.Email:Click or tap here to enter text.Address:Click or tap here to enter text.Anticipated PCS Date:Click or tap here to enter text.Experience within MBSC, if any:Click or tap here to enter text.Education (schooling, training, or special courses): Click or tap here to enter text.Relevant committee, volunteer or work experience: Click or tap here to enter text.Special Interests, Skills: Click or tap here to enter text.What position would you like to run for (see the list in the side bar)? Click or tap here to enter text.Are there any other positions you would consider?Click or tap here to enter text. |
| By agreeing to serve on the Board of Directors, you agree to read and abide by the Bylaws and Standing Rules of the organization. All applications for Officer positions must be received by Monday, April 23, 2021. Email to: parliamentarian@mbosc.net |
| **\*Please let us know if you are also interested in an appointed position (mark all interests):**\*\*See the Standing Rules for more information.  | Director Positions:\_\_\_Membership \_\_\_Publicity \_\_\_Webmaster  | \_\_\_Philanthropy\_\_\_Property Manager \_\_\_Christmas in the Adobes | Committee Positions:\_\_\_ SIP the Peninsula\_\_\_Bargain Fair/Craft Expo | \_\_\_Scholarship \_\_\_Bylaws  |
| \*Interest in appointed positions should be submitted prior to the election, please. All members are welcome to apply *Visit our website at* mbosc.net |