

President (Non-Voting, except as a tie breaker)

1. Shall, upon assuming office in June (Joint Board Meeting), acquire/sign for all keys and, as needed, sign a new application at the post office for new key lock/change. President will distribute copies of keys as follows: PO Box-Treasurer, additional PO Box key to any voting Executive Board member as designated at the beginning of each RSAMCC year, Storage Unit-2nd Vice President. See SOP for further change over duties upon installation and exit of office.
2. Shall preside at all RSAMCC General Membership, Executive Board, and General Board meetings to include the Annual Board Orientation in June.
3. Shall call special meetings of the Executive Board and/or the General Board when necessary and may call special meetings of the General Membership with the approval of the Executive Board.
4. Shall serve as an ex-officio member of all committees except the Nominating Committee.
5. Shall with the assistance of the Executive Board, appoint all Chairpersons of Standing Committees and Special Committees.
6. Shall appoint a Parliamentarian to the Executive and General Boards.
7. Shall appoint representatives to serve as liaisons between the RSAMCC and other organizations as required.
8. Shall appoint a member of the Executive Board to provide ongoing orientation to new members of the General Board throughout the Board year.
9. Shall have the authority to sign checks and shall be one of the three signatories on the bank check signing authorization card.
10. Shall sign and review the monthly Treasurer's financial statement and approved board minutes to be submitted to FMWR by the deadline set by FMWR.
11. Shall sign and review, with the Executive Board, the revalidation packet received from the Parliamentarian.
12. Shall, with the approval of the Executive Board, sign all contracts on behalf of the RSAMCC.
13. Shall maintain an electronic file containing the SOP and After-Action Report for each of the Executive Board, General Board, Standing Committee and Special Committee positions.
14. The Executive Board, General Board, Standing Committee and Special Committee positions shall be bonded at the expense of the RSAMCC as needed.
15. If any elective office, other than the Presidency, becomes vacant during the year, the President, with the approval of the Executive Board, shall appoint a successor to serve the unexpired term.
16. Shall maintain incorporation status with the State of Alabama and shall ensure that the Treasurer makes yearly payments associated with operating a charitable organization in the state in the month of June.
17. Shall be responsible for coordination of the revalidation packet for submission to FMWR. This information shall be turned in NLT January 1 and completed every other year in accordance with Army Regulations and FMWR guidelines. (The request for the revalidation packet from FMWR should be expected by mail in the November time frame to be completed by January 1 so as to be in compliance.)
18. Shall have the authority to appoint Standing Committee Chairs.
19. Shall ensure that the Treasurer prepares and files taxes by October 15th each year.
20. Shall, in conjunction with the Executive Board extend special courtesies during illness, times of bereavement etc., to the General Membership.

First Vice President (Voting)

1. Shall assist the President and perform the duties of the President in the President's absence.
2. Shall assume the duties of the President in the event that office becomes vacant during the year, with the approval of the Honorary President and Advisor(s).
3. Shall coordinate with the President and Parliamentarian to assure that RSAMCC maintains adequate insurance coverage for its assets and bonding, if needed.
4. Shall attend committee meetings at the request of the President.
5. Shall act as a liaison for all VIP Guests and seating, security and notification.
6. Shall, in conjunction with the President, prepare a program outline for the year to be presented to the Executive Board for approval. Shall coordinate and assist in the presentation of programs for each General Membership Meeting to include coordinating with Membership/Reservations and Membership Outreach Committees.
8. Shall reserve facilities (The Summit at Redstone or another location) for the monthly General Membership Meeting functions.
9. Shall be the primary point of contact between RSAMCC and The Summit at Redstone regarding the facility's use for General Membership functions.
10. Shall coordinate speakers for the General Membership meeting functions.
11. Be responsible for procuring the President's appreciation gift at the end of the President's term, which will be budgeted for and paid from the General Operating Account.

Second Vice President (Voting)

1. Shall preside at all meetings in the absence of both President and First Vice President.
2. Shall assist the President and First Vice President as requested for all RSAMCC projects and events.
3. Shall maintain working knowledge of all RSAMCC activities.
4. Shall maintain and hold keys/combinations for the RSAMCC storage area(s).
5. Shall be responsible for and maintain an accurate list of all RSAMCC property and loaned property, including cabinets and decorating items, and shall be responsible for the general orderliness of storage facilities.
6. Shall plan and coordinate with the Executive Board the August-Super Sign-Up and the Membership Outreach Committee Newcomers' welcoming activity to follow.
7. Shall complete an AAR after each event to include a final spreadsheet of expenditures. in conjunction with the Treasurer.
8. Shall plan and coordinate with approval from the President and General Board in arranging all other special events/fundraising activities, to include working directly with the Fundraising Committee to assist and coordinate all fundraising and sponsorship activities in which the RSAMCC chooses to participate.
9. Shall work with Volunteer Coordinator to appoint chairs with approval of President and First Vice-President in assisting with events and activities.
10. Shall be the single point of contact for the Executive Board with FMWR Quality Assurance and Legal when needing approval for RSAMCC activities.
11. Shall work with the Vendor Chair to keep all vendor forms and Disclaimer forms updated and submitted to FMWR for approval no less than 21 business prior to RSAMCC event.

Secretary (Voting)

1. Shall attend and keep minutes of all meetings of the Executive Board, General Board, regular, and special meetings of the General Membership.
2. Shall set up monthly board meetings.

3. For RSAMCC revalidation purposes, shall have custody of all minutes and records of meetings of the RSAMCC and maintain a current file of documents to include:
 - a. Constitution and Bylaws
 - b. Copy of Request for Permission to Operate letter and the Installation Approval letter
 - c. Retention of revalidation documentation
 - d. Copy of financial statements
 - e. Copy of latest audit
 - f. Copy of incorporation paperwork
 - g. Copy of IRS tax exempt status
 - h. Current list of officers
 - i. Copies of the SOP and After-Action Reports for each position on the General Board
 - j. List of annual members as provided by the Membership Chair
4. Shall prepare copies of arrange for minutes to be recorded by another member of the General Board or Executive Board, depending on the meeting.
5. Collect monthly board reports and create General Board agenda based on submitted reports.

Treasurer (Voting)

1. Shall make arrangements with the bank for three signatories on the bank signature authorization card. The signatories shall be the Treasurer and any two Executive Board members as determined at the beginning of each RSAMCC year. Signatories will be bonded at the expense of RSAMCC. Two signatures will be required to make a check valid. No persons shall sign checks written to themselves.
2. Shall receive and disburse funds generated (to include any fundraiser) on behalf of the RSAMCC. Shall make deposits of funds in a timely manner, not to exceed 72 hours after an event or fundraiser. The two designated voting Executive Board members who have authorized signatures shall be allowed to make deposits on behalf of the Treasurer. Treasurer will work with any Board Member that an overdraft check has been given to, to ensure that all members owing money for any function or dues or for an overdraft will be informed and collected from.
3. Shall split profits from fundraising for disbursement as outlined in the Constitution.
4. Shall maintain all contracts, warranties and bonds and shall be bonded at the expense of RSAMCC.
5. Shall present a report on the transactions of the previous month at the monthly meeting of the General Board.
6. Shall chair the Budget Committee and prepare, with the assistance of the Honorary President, Advisor(s), President, First Vice President, Second Vice President, Secretary, Parliamentarian, and the Board Liaison the annual proposed budget and present proposed budget to the General Board in August for approval and the General Membership in September for approval. Upon approval of the Executive Board, prepare a revised Budget in January, if necessary.
7. Shall prepare an annual financial statement with supporting documents and ensure audit requirements are met in accordance with AR 210-22.
8. Shall ensure that twenty-five percent of membership dues remain in the general fund at end of the board year per the RSAMCC Constitution.
9. Shall prepare and file the required annual tax documents (October 15th every year).
10. Shall be responsible for one post office box key and coordinate with the President for any mail collection. Additional key to the PO Box may be held by any voting Executive Board member as designated at the beginning of each RSAMCC yea