



Mountain Post Santa's Workshop

PRESIDENT

2020-2021 Position Description

DESCRIPTION OF DUTIES:

This is a bonded position as such will include responsibility of building, inventory, designated organizational supplies, materials, and equipment.

Is an authorized signer on MPSW's Bank account and responsible to maintain debit card, and communicate all spending or potential spending with the treasurer.

Presides over designated monthly board meeting and all others that could occur over the course of the board year.

Serves as the spokesperson for the organization which could include Fort Carson community information events, at the donors' request, unit functions, and fundraisers performed on our behalf.

Ensures all MPSW business is carried out in accordance with the organization's Constitution and Bylaws.

Exercises general supervision over MPSW which may include all details listed in this position and any other supporting requirements.

Track volunteer hours throughout the course of the year and submit hours on Volunteer Management Information System, VMIS. Lead by example to ensure the organization is accurately represented at the installation level.

Routinely communicate with each board member and support their endeavors to be successful.

Maintain president's continuity binder which will include but not limited to meeting minutes, donor contacts, volunteer confidentiality statements, donors contact information, and shopping week supporting materials.

Have complete understanding of all volunteer position associated within the organization.

Main DFMWR point of contact to remain operational on the Fort Carson Installation.

As the building main POC report and maintain for all work orders through DPW.

Perform or coordinate regular building beautification measures. Seasonal duties may include racking leaves, snow shelving, etc.

Operate as the main DFMWR point of contact to continue operational on the Fort Carson Installation.

Oversee the renewal of the MPSW constitution and bylaw committee on every even year.

Appoints committees as needed

Supports the philosophies and guidelines of the organization.

Additional requirements might arise as the organization continues grows and develops.

Checks mail box and ensure proper response to all paper correspondence.

Shopping Week Support

Onsite at the workshop during the duration of shopping week to support all other board member efforts.

Be prepared to problem solve which will arise during the annual event.

Serve in any of the MPSW volunteer position when assigned volunteer unable to fill their duty during shopping week.

Be prepared to receive last minute donation as a way to support inventory volunteers.

TIME COMMITMENT:

Approximately 50 hours per month but this can vary greatly depending on speaking engagements, events, and other activities. From October-December expect 100+ hours. You can expect for January and February to be the slowest months logging 10-20 hours per month.

LENGTH OF COMMITMENT:

Board Year running 1 April 2020-31 March 2021

WORK LOCATION:

Physical location of Mountain Post Santa's Workshop Fort Carson

Various locations for donation pick up and fund-raisers.

Locations for meetings and/or planning events.

******Personal Opinion:*** *This position is not to be taken lightly when consideration is made for applying for the president. The position requires a great deal of personal time to ensure a successful organization both on the Fort Carson Installation and in the surrounding Colorado Springs area.*

