



# Mountain Post Santa's Workshop

## President

### Position Description

#### **DESCRIPTION OF DUTIES:**

\*This is a bonded position!

\*\*The following is a list of duties collected by the previous presidents this does not exhaust the responsibilities that might incur during a given year.

- Includes responsibilities of building, inventory, designated organizational supplies, materials, and equipment.

#### **Throughout The Year:**

- Responsible for establishing, publishing, and maintaining the annual MPSW board calendar.
- Supports the philosophies and guidelines of the MPSW organization as established by the President and elected board members.
- As a bond position the personal information collected during the application season is also trusted in your confidence to maintain and control.
- As a bond position the President is responsible for checking and maintain the UPS mailbox as established by the guidelines of UPS as it pertains to non-profit organizations.
- Is an authorized signer on MPSW's bank account and responsible to maintain the debit card, and communicate all spending, potential spending, and deposits with the Treasurer.
- As a card holder, the President will be responsible to make purchases deemed necessary to fulfill executive board requests, this could include but not limited to toys, board games, books, office supplies, and other related items.
- The President will maintain the assigned google email and drive assigned to the president's position. He or she may also maintain the main MPSW google account [coloradompsw@gmail.com](mailto:coloradompsw@gmail.com) if not assigned to another board position.
- The President will maintain the Facebook Private MPSW Board account and oversee and assist with all other social media accounts to include Facebook, Instagram, etc.
- Presides over monthly board meetings and all other meetings, which may occur over the board year. This could include but not limited to committee meetings, board disputes, application reviews, etc.
- As the President, he or she will only be able to cast a vote in the event of a tie when an official vote is called of the executive board members.
- Serves as the spokesperson for the organization, which could include but not limited to Fort Carson Community Information Exchange and other

community events, at the donors' request, unit function, and/or fundraisers performed on our behalf.

- Ensure all MPSW business is carried out in accordance with the organization's constitution and bylaws.
- Exercise general supervision over all daily operations of MPSW which may include all details in this position and any other supporting requirements.
- Track volunteer hours throughout the course of the year and submit hours on the established volunteer management platform hosted by the Fort Carson Army Volunteer Corps Coordinator. Lead by example to ensure the organization is accurately represented at the installation level.
- Conduct volunteer recognition moments/events on a regular basis. Working closely with the MPSW Volunteer Coordinator for ideas and support especially when submitting volunteers for recognition at the community level.
- Have working knowledge of all volunteer positions associated within the organization to ensure prior understanding and able to assist volunteers within their role.
- In the event a volunteer position is not filled on the executive board the President assumes the role of the position until a volunteer can be found.
- As the President, you are the main point of contact for the organization while maintain non-profit while operating on the Fort Carson installation. This includes submitting monthly board reports (minutes, treasurer report, and board roster). Annual and semi-annual requests will require submission also include proof of insurance and bonding.
- As the MWR Point of Contact for MPSW, the President will preside over the bi-annual revalidation to maintain operating status on the Fort Carson installation and to meet the IMCOM requirements.
- The President will preside over the review of the MPSW constitution and bylaws during each EVEN year.
- The President will conduct any necessary training to executive board members or general volunteers if not otherwise assigned to another executive board member.

**Shopping Week Support:**

- As the President, he or she will be a "floater" during the annual shopping week event.
- This will give the person the ability to provide support for all other positions during this week and be available to resolve any problem, which may arise during the week.
- Serve in any MPSW board positions when assigned volunteers are unable to fill their duties during the week.
- Be prepared to receive last minute donations and assist inventory volunteers when needed.

**Time Commitment:**

- Approximately 50 hours per month during April-September but this can vary greatly depending on speaking engagements, events, and other activities. From October-December expect 100+ hours as donations are brought in, open houses, speaking engagements, and annual shopping week. January-March are the slowest months submitting 10-20 hours per month.

**Length of Commitment:**

- Board Year running 1 April-31 March.

**Work Location:**

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

**Uniform:**

The President will be provided and maintain a MPSW logo polo to be worn when necessary.

**\*\*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.