

AC-119 Gunship Association
Job Descriptions for Board of Directors and key assignments

Association Board members shall be experienced in the use of a personal computer for the accessing the Internet, MS Word or MS Excel documents, and use of their email account. The descriptions below are more task oriented than those specified in the By-laws. **The Bylaw words are included below in yellow-highlighted text to give you the full picture of each described role and responsibility. NOTE: this is a “living document” to clarify in more detail the roles, responsibilities, and authorities.**

Board of Directors

President: presides at all meetings of the Board and membership; has general supervisory authority over the affairs of the Association; performs all duties incidental to that office; selects Appointed Officers and committees to serve the better functioning of the Association; and signs legal documents with the Secretary.

Monthly (approximately):

1. Create a detailed agenda for Board and Business meetings

Several times a year:

1. Prepare Firing Circle Pres Messages and forward those to the Webmaster.
2. Plan longer-term projects or initiatives, assigning BoD members, Appointed Officers, or special Project Managers on teams or to lead those.

For Reunions:

1. About 30 days prior, task ALL who need to provide input for Association Meeting
2. Meet and Greet - plan, prepare, and kick-off.
 - a. Ask Chaplain to lead Prayer
 - b. Introduce first timers and KIA Family members, giving a Reunion plan and schedule overview
3. Association Meeting - plan, prepare and make presentations
 - a. Lead Pledge of Allegiance and ask Chaplain to lead Prayer
 - b. Next Reunion presentation
 - c. Reunion proposals 2 years out
 - d. Next BoD nominations and voting
 - e. Herd the Cats
4. Banquet – INCOMING PRESIDENT: prepare and make announcements
 - a. Acknowledge Honor Guard
 - b. Lead Pledge of Allegiance and ask Chaplain to lead Prayer
 - c. Announce POW Ceremony
 - d. Thanks to all
 - e. Eat, break, return
 - f. Announce and present Courtney Above and Beyond
 - g. Introduce Incoming Board and confirm next Reunion Dates/Location
 - h. Turn over to Auction leader
5. Farewell – INCOMING PRESIDENT: prepare and make announcements
 - a. Ask Chaplain to lead Prayer

Vice President: performs duties at the request of the President.

Secretary: helps prepare meeting agendas; distributes them to participants; records minutes of Board meetings and membership meetings; furnishes Board members with records of such meetings and performs other duties as delegated by the President.

Monthly (approximately):

1. Send agenda for Board meetings to attendees and Webmaster
2. Take minutes, distribute to BoD, attendees, and Webmaster
3. For Reunions: plan, prepare and make any needed presentations

Treasurer: is the Association Chief Financial Officer; responsible for Association accounts, e.g., PayPal, Teleconference, debit cards, etc. The Treasurer deposits dues and other donations into the

Association's Operating Account; prepares checks for payment of debts; maintains a record of receipts, and payments to include date, check number, payee, amount, and purpose; and provides the Board with a report summarizing this data at the end of each month. The Treasurer compares records with those of the Assistant Treasurer to ensure accuracy; transfers funds to-from the Quartermaster Account, and approves all expenditures \$300 or less. As needed:

1. Transfer funds/make refunds ← → PayPal
2. Transfer funds ← → Quartermaster Reserve Account
3. Make deceased Life Member Donations and notifications of such to Next Of Kin
4. Make quarterly payments to Webmaster per Agreement.
5. For Reunions: plan, prepare and make any needed presentations

Prior President: assists the President and the BoD in whatever capacities the current President, BoD, and Prior President agree on.

Board Members At-Large: Up to three Board Members at Large perform such duties as delegated by the President. Board Members at Large should participate in Committee work, or special projects.

1. Experienced business minded organizers who help the BoD function effectively and efficiently.
2. Participate in monthly Telecom meetings.
3. May be asked to take on special projects (such as working on the Association history book update, working with other publishers to submit articles about AC-119s, to install our memorials at various locations), may work on advertising our reunions in various military oriented publications, and other projects.

Appointed Roles

Quartermaster: manages the store for all memorabilia; supplies necessary for buying and selling thereof; signs checks for the Quartermaster account; coordinates funds with the Treasurer; and creates and maintains the eCommerce area of the Association website.

1. Maintain a physical inventory of Association memorabilia such as shirts, hats, pins, stickers, coins, mugs and other items.
2. Maintain contact with military memorabilia vendors.
3. Package and ship merchandise orders to recipients.
4. Update the Association's web-site Store pages, as inventory changes.
5. Has access to Reserve Checking account and interacts with the Treasurer to maintain proper funding.
6. Suggest new and useful items for the Association's web-based "store".
7. Maintain a spreadsheet of expenditures and revenue, or use eCommerce to do the same
8. For Reunions: plan, prepare and make any needed presentations

Newsletter Editor: creates and distributes the AC119 Gunship Association newsletter titled "Firing Circle" to the POCs, Facebook Administrators, and Webmaster; and produces newsletters at a frequency sufficient to provide detailed information relative to Association activities on a timely basis to the membership.

1. Produce FC at a frequency sufficient to provide detailed information relative to Association activities, such as reunion details, on a timely basis to recipients (4 – 6 times per year).
2. Be proficient in publication software such as MS Publisher (or use of MS Word) and photo imaging editing software, such as Photoshop.
3. Create the *Firing Circle* with input from other Board Members.
4. Distribute the *Firing Circle* to 71st, 17th, 18th, Family, and Honorary/KIA Points-of-Contact (POCs).

Membership Coordinator: maintains membership records and helps the Database Manager maintain accurate data on past, current, and potential members; mails membership cards; creates and distributes Life Membership Certificates; reviews all membership applications; and performs other duties as delegated by the President. If there is a concern regarding Membership approval or denial, the Coordinator elevates the decision to the BoD. The Coordinator is also responsible for Membership Outreach and the Point of Contacts (POC).

1. Responsible for helping maintain an on-line database (Master Contact list) of current and past members by submitting changes to MCL/Db Manager.
2. Experienced in MS Excel spreadsheet software.
3. Send Membership Application forms via postal mail or email to those requesting membership.
4. Send reminders on a monthly basis to those members who renew on an annual basis.
5. Print and send Thank You letters and Membership ID cards to members. Print in color Life Members Certificates for Life Members.
6. Provide membership status updates to BoD and report membership status at membership meetings.

Webmaster: maintains and manages the Association website and online reunion registration. The Webmaster also trains and provides support as needed to the Quartermaster and Database Manager in their areas of website responsibility.

1. Help maintain the functionality of the Association Web site.
2. Update the web site based on input from individuals responsible for specific pages' content.
3. Must know the software used to change Web page content and upload files to the web site.
4. May interact with outside web design or hosting consultants to change website structure if needed.
5. For Reunions: plan, prepare and make any needed presentations (presentation may be made by President or Association Advisor)

Media Manager: is responsible for all media relevant to the Association. This includes producing and burning CDs/DVDs, mission audio tapes, videos and archiving historical materials. Also included in responsibilities is the Oral History Video program located on the Associations website.

1. Manage Audio Visual (A/V) files from mission recorded tapes, and personal interviews.
2. Interact with a videographer.
3. Burn CDs or DVDs to distribute via mail from the on-line Quartermaster purchases.
4. Manage huge accumulation of historical images scanned from member personal photos/color slides.
5. Help manage three large external USB Hard Drives with all this data
6. Has an image scanner and is well versed in image scanning software.
7. May be one of the four Facebook (social on-line media) administrators.
8. May be stationed in the reunion hootch to scan attendees' new images and documents.
9. For Reunions: plan, prepare and make any needed presentations

Database Manager: creates, maintains, and updates all personal and historical information in the Database area of the Association website to assure accurate ALPHA Rosters and Master Contact Lists.

1. Manage a web-based SQL database that serves as the Association's Master Contact List (MCL). Access to the database is limited to a few.
2. Update database information based on input from individual members, Unit POCs, Association officials, Facebook Admins, and Membership Coordinator.
3. Produce MS Excel spreadsheets for Board members and Unit POCs as needed.
4. Process member/non-member contact requests received via the website Alpha Roster.
5. Prepare and send Reunion Coordinator a hard copy MCL big enough for folks to read for Reunion attendee corrections/additions.

Association Advisor: An experienced member of the Association who is available to provide information and advice on all subjects related to Association business to all members upon request.

Chaplain: provides spiritual support, including opening and closing ceremony prayers at all formal Association Meetings or functions.

Reunion Coordinator: roles include duties identified in the Reunion Coordinator's Checklist. Exceptions to the checklist guidelines must be pre-approved by the Reunion Committee.

1. Review and schedule ALL Coordinator requirements to assure each is completed per instructions and on time.
2. Prepare Upcoming Reunion information, publicity, registration info and details to Webmaster and Reunion Publicity Manager

3. Work with Webmaster to load and test online Reunion Registration.
4. Use online tracking tools to monitor sign ups, payments, refunds, comparisons with Hotel Reservations, etc

AC-119 Point-of-Contact: POCs are the “membership liaison” for 71st, 17th, 18th, Maintainers, Honorary/KIA or Family members. This includes:

1. Receive notice from members who change their contact info, and provide the data to the membership coordinator and MCL/Db Manager
2. Receive Firing Circles from Newsletter editor and distribute Firing Circles via email or postal mail.

Legacy POCs for active USAF units: there are active AFSOC units around the globe that share the AC-119 heritage, by virtue of squadron number or aircraft names. Each Legacy POC will be the Association liaison to their unit. The Legacy POC will:

1. Periodically inquire regarding unit activities, new Commanders, aircraft upgrades, mission reassignments, etc.
2. Mail Life Membership Certificate and Association coins to new Commanders
3. If the POC is in close proximity, may visit the unit for special events, and represent the Association at such events
4. Provide current Commander info to Honorary/KIA POC

Facebook Administrators:

1. The primary admin established the FB page, and designated four other Association members the role of admin, which includes:
 - a. Verify that people who want to join our FB page belong here, often having to inquire about the person background.
 - b. Monitor the posts to assure nothing unwanted is posted, and they can remove posts that do not meet our FB rules.
 - c. Follow up with all new members to solicit ALPHA Roster info, send it to the Db Manager, and send the new member Association application info.

Potential Projects to work on or lead:

1. Update and maintain Reunion Coordinator’s Guide
 - a. Clean it up (simplify; remove redundancies; put into calendar sequence; etc, ask last several RCs to review and edit).
 - b. Annually: incorporate Lessons Learned from latest Reunion Coordinator
2. Facebook ALPHA Contact Coordinator:
 - a. Follow up with every FB member who is AC-119 Air or Ground Crew and not in our ALPHA Roster.
3. Update and maintain Reunion Trend Spreadsheet
4. Update and maintain *Association Courtney Above and Beyond* nomination record and Special Coins Awarded
5. Update and use Publicity List to send Reunion Notices
6. History Book Addendum: Terry Sarul assigned
7. POW Ceremony Coordinator – someone assigned to make sure POW table is set up IAW the POW Ceremony Guidelines

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