

Administrative Coordinator #3

Board of Governors (BoG) Elected; voting member

Executive Board (EB) Member; voting member

Assigned Supervisor President

Assigned Treasurer Operational Finance Officer (OFO)

Committees Thrift Shop/Airman's Attic Council, Constitution and Bylaws, Charitable Budget, Operational Budget, Job Description

1. The Administrative Coordinator is responsible for taking and keeping complete and accurate records of all NASC/NASCCA EB, BoG, TS/AAC, Budget, Special meetings and Membership Events. The following are expectations for any person holding this position.
2. Be added as an administrator and become acquainted with the NASC Google Drive.
 - a. Maintain password changes to any NASC accounts in the [NASC Account Information](#) Form.
 - i. Ensure all members have access to their BoG email address
 - b. Be cognizant of the official documents called the [NASC/NASCCA](#) Constitution and Bylaws (C&B), [NASC-NASCCA POLICIES AND PROCEDURES 2020-2021](#) (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>AC folder with the following information:
 - i. Updated job description
 - ii. BoG roster and List of Officers
 - iii. NASC/NASCCA Inventory
 - d. Maintain Google Drive>Board Report/Minutes folder with the following information
 - i. Required to maintain current year plus two years previous
 - e. Upload (scan if necessary) documents required for permanent record
 - f. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting. See [Board Report Template](#).
 - g. Download the Hangouts app, check frequently and respond in a timely manner.
 - h. Download the Meet app, used for virtual meetings
3. Take responsibility for the info@nellisasc.com email address, check twice daily and respond in a timely manner.
 - a. When forwarding received emails to their appropriate Chair, be sure to include the respective Chief Officer (COO/CCO). A response to the sender might read "Your request has been forwarded to our Director of Charitable Giving at the following address requests@nellisasc.com
 - b. BoG members may ask you to email the entire membership about upcoming events and other issues.
 - i. Ensure President reviews all correspondence prior to forwarding
4. Be responsible for the USPS mail box
 - a. Sort and place mail in the Thrift Shop Manager's office, at least weekly. Notify BoG members that they've received mail. Consult President if unsure who should receive incoming mail.
 - b. Distribute mail at monthly (in-person) BoG meetings if not already collected.
5. Be familiar with the NASC budget, particularly the Office Supplies line item. Any questions can be directed to the Operational Finance Officer.
6. Assist with the maintenance of the NASC/NASCCA physical property with the COO.
 - a. Keep an annually updated inventory of the NASC Back Office and safe.

- b. MASTER FILE including all 501(c)3 and 501(c)7 financial records, minutes from TS/AA Council, BoG with combined reports and Membership Events must be kept for a minimum of seven (7) years in the locked file cabinet (maintain the combination to the padlock). Destroy by shredding upon expiration, with President and Advisor's approval.
 - c. Maintain BoG copier supplies, submitting receipts to the OFO, or use the operational debit card.
7. See [Administrative Coordinator Timeline](#)
 8. See [How a BoG meeting runs](#)