

# **Code of Ethics for RSC Board Members**

**GOAL:** To establish a set of principles and practices of the RSC Board that will set parameters and provide guidance and direction for board conduct and decision-making.

**CODE:** Members of the Board of Governors of the RSC are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of RSC. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

## **Accountability**

1. Faithfully abide by the Constitution and By-Laws and policies of RSC.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

## **Professional Excellence**

6. Maintain a professional level of courtesy, respect, and objectivity in all RSC activities.
7. Strive to uphold those practices and assist other RSC members of the board in upholding the highest standards of conduct.

## **Personal Gain**

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

## **Equal Opportunity**

9. Ensure the right of all members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economic characteristics.
10. Ensure the right of all members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

## **Confidential Information**

11. Respect the confidentiality of sensitive information known due to board service. Do not gossip.

## **Collaboration and Cooperation**

12. Respect the diversity of opinions as expressed or acted upon by RSC board, committees and membership, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among RSC members.

## **Brief Descriptions of Board Positions**

### **Executive Committee**

#### **President**

- Preside over all meetings
- Supervise the overall affairs of the club
- Review and approve Treasurer Reports
- Assist in preparation of annual budget
- Advise and assist chairpersons & committee
- As elected leader of the RSC, cultivates organizational vision, ensures executive function, and exemplifies the spirit of RSC's social and philanthropic objectives.
- Leads the Executive Committee, oversees organizational administration, and appoints directors/coordinators to vacant offices.
- Sets agendas and presides over all Governing Board and General Membership meetings, but does not vote except in case of a tie.
- Collaborates frequently with Advisors
- Manages designated operational funds (see Operational Budget)
- Serves as needed and votes on the following committees: Budget Review, Documents Review, Thrift Shop, Grants, and Scholarships.

#### **Operational Vice President**

- Fill in during the President's absence
- Assume role of President if office becomes vacant
- Help manage Operational side of RC
- Make arrangements for club board meetings
- Coordinate with Publicity Team to publicize each function/event/meeting
- Custodian for all insured club property
- Purchase membership appreciation gifts
- Directs all aspects of RC event planning.
- Oversees all Operational BOG positions, serves as interim director in any vacant positions.
- Committee Chair with Special Activity Director for Membership KickOff/Drive.
- Collaborates with the Executive Committee to manage RSC events calendar.
- Works with the Publicity Team to promote participation and publicize RSC events.
- As First Vice, assumes presiding role in absence of the President.
- Serves and votes on following committees: Budget Review, Documents Review and any other committees as needed.

#### **Philanthropic Vice President**

- Directs RSC philanthropic endeavors.
- As Welfare Team Lead, supports and supervises the Thrift Shop, Grants, and Scholarship Directors.
- Directs the operations of the RSC Thrift shop, the income generating mechanism which finances RSC philanthropic endeavors.
- Manages designated operational funds, develops Thrift Shop's annual operational budget, and

reviews Thrift Shop's Policies and Procedures document. (moved from Thrift Shop coordinator duties)

- Votes on the Thrift Shop Advisory Committee: Meets at least quarterly to discuss management of operations, paid employees, volunteerism, and development. (part section copies from Thrift Shop coordinator duties)
- Partners with Philanthropic Treasurer and Philanthropic Team to ensure responsible accrual and dispersion of philanthropy funds.
- Works with the Publicity Team to promote volunteerism and publicize RSC philanthropy.
- Assumes duties of President if Operational VP is unable.
- Manages any designated operational funds (see Operational and Welfare Budgets).
- Serves on following committees: Budget Review, and Documents Review, Thrift Shop Advisory, Grants, and Scholarships.

### **Treasurers**

- Maintain files regarding non-profit status & all legal paperwork
- Maintain files for Operational & Philanthropic funds
- Ensure income tax returns are filed
- Provide financial statements at board meetings
- Prepare budget for club year
- Prepare all financial reports for events
- Prepare annual report
- Coordinates with Divisional VP to ensure annual financial review/audit per AFI 34-223

### **Operational Treasurer**

- Supervises all operational finances (Operational Account) of the RSC: Manages bank account permissions, reconciles bank records, pays bills and oversees CPA services (to include tax preparation/insurance/bond).
- Partners with Philanthropic Treasurer and assumes duties in his/her absence.
- Responsible for funds reimbursements, settling accounts with money handlers, and ensuring payment of programs related expenses.
- Drafts the next Fiscal Year Operational Planning Budget.
- Manages the current FY budget and proposes adjustments to the budget committee/ board for vote if necessary.
- Serves and votes on the following committee: Budget Review Committee (Co-Chair) and Documents Review.

### **Philanthropic Treasurer**

- Supervises all philanthropic finances (Philanthropic Account) of the RSC: Manages bank account permissions, reconciles bank records, pays bills, and oversees CPA services.
- Partners with Operational Treasurer and assumes duties in his/her absence.
- Manages designated operational funds (see Operational Budget).
- Serves and votes on the following committees: Budget Review Committee (Co-chair), Documents Review, Thrift Shop Advisory, Grants, and Scholarships.

### **Secretary/Administrative Assistant**

- Record & maintain permanent record of club meetings

- Create a monthly Board Report google form, send to BOG 7 days prior to meeting, compile board reports from submissions. Once compiled, send compiled reports to full BOG, and attached to monthly meeting minutes.
- Record & maintain permanent record of club meetings
- Maintain current file containing minutes
- Maintain a historical file monthly
- Provide board with monthly minutes within 5 calendar days of monthly meeting
- Provide by-laws to members upon request, coordinate with membership director as needed
- Be responsible for all club correspondence
- Be responsible for all mail received by club
- Records and Posts minutes for all Executive Team, Governing Board, and General Membership meetings. Forward a copy of BOG meeting minutes to 78th FSS PO Monitor per C&BL quarterly (August, November, February, May)
- Compiles official documents, monthly reports, sends appropriate documents and business to VP for long term archiving of reports.
- Manages office operations including weekly mail pick up/distribution, office supplies, and inventory.
- Serves and votes on the following committees: Budget Review and Documents Review, may serve on other committees as needed

### **Parliamentarian**

- Apply & adhere to Robert's Rules of Order during proceedings
- Have copy of Constitution & by-laws available at meetings
- Administer telephone & email votes
- Serve as nominating/elections chairperson
- Install newly elected officers in May
- Advises Executive Team in matters of parliamentary procedure and policy.
- Interprets the RSC's governing documents to include Constitution, Bylaws, and other operating guidelines.
- Oversees the voting process and does not vote at the Executive and General Board meetings.
- Supervises annual review of job descriptions.
- Shall determine a quorum and oversee all voting.
- In charge of new board induction ceremony
- Manages designated operational funds (see Operational Budget).
- Serves on the following committees (does not vote): Budget Review, Documents Review (Chair), Thrift Shop y, and Nominations/Elections (Chair).

## **General Board Positions**

### **Membership/Hospitality**

- Attend Newcomers Briefings, Heart Link
- Prepare welcome packets & welcome gifts, send out birthday, anniversary, get well, sympathy, congratulations, etc. cards to members
- Coordinates membership recruitment events
- Coordinates all aspects of membership including membership drives, records and payment, and name tags, directory, and hails/farewells.
- Greets attendees on arrival at RSC events and completes check in.
- Coordinates payment processes, and ensures compliance with established reservations policy.
- Settles financial accounts with the Operational Treasurer.
- Actively promotes membership growth.
- Monitors member databases, coordinates payment processes, and ensures compliance with membership policies.
- Creates name tags for new members, ensures ongoing accuracy of name tag collection, and provides name tags for each event.
- Publicizes hails/farewells and purchases standardized gifts.
- At monthly socials, greets attendees, conducts new member registration, presents hails/farewells, and distributes/collects name tags.
- Manages designated operational funds (see Operational Budget) and settles financial accounts with Operational Treasurer

### **Social Event Coordinator**

- Prepare program outline by August
- Plan & execute monthly socials
- Submit all receipts and reimbursement form promptly to Treasurer
- Ensure childcare providers at appropriate events if included
- Coordinates programs for all monthly socials including theme, venue, and catering; publicity and member invitations; and entertainment prizes.
- Creates social events and posts social information on RSC's website's main page.
- Serves as a liaison between the RSC and Heritage Club, maintaining collaborative relationships with catering staff and manager.
- At the beginning of board term, collaborates with the board to set annual program themes.
- Establishes written contracts for any fee based service (e.g., venue/catering or entertainment).
- At each monthly social, leads the program portion, hosts special guests, and settles financial accounts with the Operational Treasurer.
- Manages designated operational funds (see Social Budget).

### **“Helping Hands” Volunteer Coordinator**

- Maintain record of members that are interested in volunteering
- Maintain record of volunteer hours of club members
- Maintain & update volunteer opportunities to be given to Publicity and Membership Director
- Coordinate volunteers & volunteer recognition event
- Send Thank You cards
- Coordinate with Heritage Club decorating during winter holiday season

### **Scholarship Director**

- Manages all aspects of RSC Scholarships competition, partnering with Philanthropic VP and Philanthropic Treasurer to ensure responsible dispersion of charitable funds.
- Leads the Judging Committee: Recruits from the community a panel of readers to judge essays, then organizes and oversees the judging session.
- Organizes a scholarship presentation ceremony.
- Works with the Publicity Team to promote and publicize RSC philanthropy. Helps promote programs through schools/media.
- Manages any designated operational funds (see Operational and Philanthropic Budgets).
- Chairs and votes on the Scholarship Committee.
- Organizes meetings in the Fall to review and update applications, the Winter to review and update the judging process and in the Spring to select the recipients and finalize award ceremony specifics.
- Conducts judging sessions, and notifies applicants of outcome.

### **Thrift Shop Director**

- Weekly volunteer at the Thrift Shop as schedule allows.
- Chairs the Thrift Shop Advisory Committee:
- Meets at least quarterly to discuss management of operations, paid employees, volunteerism, and development.
- Liaisons between committee and RSC Governing Board, presents recommendations for board's decision to include any grievances regarding customers, volunteers, consignors
- Attends monthly socials, recruits and recognizes volunteers and announces Thrift Shop's monthly contribution to RSC Welfare Fund.
- Works Thrift Shop manager for knowledge of day to day Thrift Shop operations and advises on Thrift Shop issues and activities.
- Assists the Executive Committee & Thrift Shop manager in interviews for Thrift Shop new hires.
- Works with Publicity to promote volunteerism and publicize RSC philanthropy, Thrift Shop activities and events
- Direct report to the Philanthropic VP.
- Report to the RSC board monthly the Thrift Shop income, welfare disbursement versus operating costs.

### **Publicity Team - Marketing Director/Webmaster**

- Publish monthly newsletter to the RSC website and Facebook page
- Provide a copy of the newsletter via email to all members
- Coordinate with board members for articles
- Highlight monthly functions
- Publicize all info on club events & activities
- Submit info to media outlets
- Maintain club website & Facebook page
- Oversees social media for the RSC.
- Manages designated operational funds (see Operational Budget).
- Serves on following committees: Budget Review and Documents Review

### **Webmaster**

- Works in partnership with Executive, Events, and Philanthropic teams to continuously monitor and generate web content news, event publicity calendar, photos, advertising, and organizational information.
- Write, edit, and distribute newsletter August - May
- Provides website administration training for key board members.
- Manages administrator permissions, identifies and corrects technical problems (or refers to provider for correction), and backs up web content to ensure recovery.
- Manages designated operational funds, notifies treasurer of applicable annual fees to ensure payment is processed (see Operational Budget).
- Serves on following committees: Budget Review and Documents Review

### **Special Activities Director**

- Facilitates member led activity groups and coordinates RSC events.
- Activity Groups:
- Recruits activity group leaders and facilitates networking and publicity.
- Continuously updates activities calendar and communicate to Publicity Team
- Activity Groups: Provides Activities and Opportunities info at monthly socials, coordinating with the governing board to promote participation and volunteerism among members.
- Activity Groups: Manages loan of RSC goods to activity groups to include table/chairs/dice/decorations etc.

### **Fundraising Director**

- Responsible for planning annual fundraising events
- Obtain approval from fundraiser requests routed to President or Divisional VP for submission to 78th FSS PO for approval if needed
- Establish committee to plan and execute the fundraising events
- Submit proposal outlining fundraising events at board meetings for approval
- Submit all monies collected promptly to Treasurer

### **Community Grant Director**

- Develop & distribute community grant request applications
- Ensure charitable expenditures are dispersed via Philanthropic Treasurer
- Provide a list of grant recipient expenditures Publicity Team
- Email grant recipients to notify of approval/denial (see templates in Drive)
- Mail check/letter to recipient within 10 days of check being issued
- Notify Philanthropic VP of needed supplies i.e. envelopes, stamps, labels etc

### **Blue Boutique Director**

- Oversees Blue Boutique, ensuring adequate processes, budget, and volunteers are in place.
- Adheres to policies and procedures as approved by BOG
- Ensures all funds received are submitted to Philanthropic Treasurer or VP for deposit.
- Attends Budget committee meetings as needed and/or submits budget requests
- At the conclusion of each year, the Blue Boutique Chair shall include in the continuity binder an up-to-date RSC Blue Boutique property inventory

**General Duties of ALL board members, directors, committee chairs :**

1. Submit monthly board reports.
  - a. Describe previous month's activities performed.
  - b. Reports should be typed and include position utilizing provided Google Form
  - c. State any expense or income for the month at the end of your report.
2. Submit reimbursement voucher sheets monthly to the Treasurer; keep a copy in your notebook.
3. Inform the President and Parliamentarian of any motions you may need to make prior to the meeting.
4. Review your job description annually and revise, if needed, in January; return it to Philanthropic VP by the end of January.
5. At the end of your term, write or provide a general overview for your successor to include ideas and suggestions based on your experiences; distribute to the President and Vice Presidents; file a copy in the notebook.
6. Confidentiality is expected regarding opinions expressed during the board meetings or any other meeting involving board issues.