

Nellis Area Charitable Association

P.O. Box 9785, Nellis AFB, NV 89191 | nellischaritable.org | admin@nellischaritable.org

Nellis Area Charitable Association Chief Outreach Officer Position Description

Executive Board of Directors (EB) No

Board of Directors (BOD) Elected; Voting member

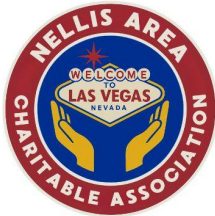
Supervises Airman's Attic Chair, Cinderella's Closet Chair, Programming Chair

Indirectly Supervises Airman's Attic Volunteers, Cinderella's Closet Volunteers, Programming Volunteers

Committees Constitution and ByLaws, Budget, Position Descriptions, Programming, Airman's Attic, Cinderella's Closet, Grants, Scholarships

Administration

1. The Chief Outreach Officer (COO) oversees NACA's outreach efforts as determined by the Deputy Executive Director and Executive Director.
2. They are responsible for overseeing the Airman's Attic, the Airman's Attic Chair, and all Airman's Attics Volunteers ensuring that the Airman's Attic runs respectfully, legally, and in accordance with all Nellis Air Force Base rules, local, state, and federal laws.
3. They are responsible for overseeing Cinderella's Closet, the Cinderella's Closet Chair, and all Cinderella's Closet Volunteers ensuring that Cinderella's Closet runs respectfully, legally, and in accordance with all Nellis Air Force Base rules, local, state, and federal laws.
4. They are responsible for overseeing the Outreach programming for NACA to include the Programming Chair(s) and Programming Volunteers. All Programs shall be run respectfully, legally, and in accordance with all Nellis Air Force Base rules, local, state, and federal laws.
5. All fundraising efforts shall include the Outreach Officer, whether it be from programming, the Outreach Officer themselves, or at the Executive Board of Director levels. All fundraising shall be run legally, and in accordance with all Nellis Air Force Base rules, local, state, and federal laws.
6. Attends the onboarding of the Board of Directors that includes a review of the Constitution and ByLaws, Position Descriptions, Budget, Elections, Google Drive Tutorial, Media Training, and Thrift Shop Operations.
7. Consult with the Chief Administrative Officer on all matters pertaining to proper procedures and rules IAW Robert's Rules of Order Newly Revised (RONR) if matters are not covered in the Constitution and Bylaws (C&B) or Policies & Procedures (P&P)
8. Take responsibility for the COO NACA email address, check daily, and respond in a timely manner.
9. Become acquainted with the NACA Google Drive.
10. Be cognizant of the official document called the Constitution and Bylaws (C&B).
11. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting.
12. Be thoroughly familiar with the position descriptions of the Chief Outreach Officer, Airman's Attic Chair, Cinderella's Closet Chair, and Programming Chair. Advise changes to these position descriptions at the beginning of the board year.
13. Recommend Airman's Attic Chair, Cinderella's Closet Chair, and Programming Chair appointments.
14. In case of Airman's Attic Chair, Cinderella's Closet Chair, and/or Programming Chair vacancies, perform duties of the vacant position until a new Chair has been appointed.
15. Attend Board of Directors meetings as required. Notify the Chief Administrative Officer if unable to attend.
16. Attend all Airman's Attic, Cinderella's Closet, and Programming meetings.
17. Attend Grant, Scholarship, Special Committee meetings and Volunteer Events as available.
18. Attend Outboarding of the Board of Directors that includes budget closeout, google drive document filing,



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and end of year reporting.

19. Submit volunteer highlights for all Chairs and their volunteers monthly to the Deputy Executive Director.

Finance

1. Review and make recommendations to the operational budget at the beginning of the board year and the mid year point.
2. Ensure all operational expenses have not gone over the allotted amount. If funding has not been all spent, the Chief Outreach Officer can elect to present a vote to the Board of Directors to move the remaining Outreach Funding to Charitable Funding.
3. Go over the budget at the beginning and middle of the year with both the Grant Chair and Scholarship Chair. Ensure they understand where the funding comes from and their monthly funding budget.
4. Keep monthly contact with the CFO to ensure the Chairs have updated budgets.

Marketing

20. Be familiar with and follow the NACA website as well as all social media sites. All the listed media will be provided by or produced in coordination with the Chief Marketing Officer.
21. Work with the Chief Marketing Officer to publish all publicity releases and announcements as approved by the Deputy and Executive Director.
22. Provide input to the Chief Marketing Officer for Airman's Attic, Cinderella's Closest, and Programming to incorporate into the yearly marketing plan.
23. Provide Marketing any requests to highlight key accomplishments in your programs.

Outreach

24. Act as outreach representative for NACA at Nellis AFB or elsewhere as available or necessary.
25. Attend Outreach meetings and events as available or necessary.
26. Airman's Attic
 - a. Supervise the Airman's Attic Chair to include review and updates to the Budget, Handbook, Operating Policies & Procedures, and Position Descriptions for them and their volunteers. Request updates from the chair to include in your monthly report to the Board of Directors.
 - b. Ensure the Chair has adequate access to social media sites for their program, and shares the calendar of openings and closing monthly. If the Chair position is vacant, take over access to that social media site in conjunction with the Chief Marketing Officer.
 - c. Ensure that the Chair has access to appropriate keys needed from the Thrift Shop Manager.
 - d. Ensure the Airman's Attic Chair has completed fire extinguisher training and submitted completion to the Thrift Shop Manager within the first 90 days of appointment to their position.
27. Cinderella's Closest
 - a. Supervise the Cinderella's Closest Chair to include review and updates to the Budget, Handbook, Operating Policies & Procedures, and Position Descriptions for them and their volunteers. Request updates from the chair to include in your monthly report to the Board of Directors.
 - b. Ensure the Chair has adequate access to social media sites for their program and shares the calendar of openings and closing monthly. If the Chair position is vacant, take over access to that social media site in conjunction with the Chief Marketing Officer.
 - c. Ensure that the Chair has access to appropriate keys needed from the Thrift Shop Manager.
 - d. Ensure the Cinderella's Closest Chair has completed fire extinguisher training and submitted completion to the Thrift Shop Manager within the first 90 days of appointment to their position.



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28. Programming

- a. Supervise the Programming Chair to include review and updates to the Budget, meeting schedule, Handbook, Operating Policies & Procedures, and Position Descriptions for them and their volunteers.
- b. Request updates from the Chair to include in your monthly report.
- c. Ensure the Chair works with marketing to promote programming as needed.

Chairitable

29. Be knowledgeable of how the Grant program operates and who the lead volunteer is. Attend Grant meetings and events as available.
30. Be knowledgeable of how the Scholarship program operates, and who the lead volunteer is. Attend Scholarship meetings and events as available.

Thrift Shop

31. Be knowledgeable of how the Thrift Shop operates, who is employed there and their hours of operation.