



Nellis Area Charitable Association

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

Nellis Area Charitable Association

Chief Administrative Officer Position Description

Executive Board of Directors (EB) Elected; Voting member

Board of Directors (BOD) Elected; Voting member

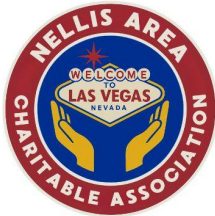
Supervises None

Indirectly Supervises None

Committees - Constitution and ByLaws, Budget, Position Descriptions, Programming, Grants, Scholarships

Administration

1. The Chief Administrative Officer is responsible for taking and keeping complete and accurate records of all NACA meetings they attend. The following are expectations for any person holding this position.
2. Maintain a master file including all 501(c)3 financial records, minutes from all meetings attended, BoD with combined reports must be kept for a minimum of seven (7) years in the google drive. Hard copies may also be stored in the locked file cabinet once the digitized record has been created (maintain the combination to the padlock). Destroy by shredding upon expiration, with Executive and Deputy Executive Directors' approval.
3. Chair the Volunteer onboarding at the beginning of the year that consists of Constitution and ByLaws (C&B), Position Descriptions, Budget, Elections, Google Drive Tutorial, Media Training, and Thrift Shop Operations.
4. The CAO is in charge of collecting any C&B requests for changes and must be cognizant of the official documents called the NACA Constitution and Bylaws.
5. The CAO is in charge of collecting any requests for changes to position description and providing information of each position to the appropriate board member as part of the election and onboarding process.
6. The CAO is in charge of Board of Directors elections or appointments at the volunteer onboarding and any subsequent request for appointment by another BoD at each BoD meeting.
7. The CAO is in charge of Board of Director Elections at the end of the board year.
8. The CAO is in charge of instructing the BoD on how to access their Google drive, their email, all pertinent documents in their folder and how to complete and submit their monthly Board Report.
9. The CAO is in charge collecting pertinent information regarding the Budget, Media Training, and Thrift Shop from those Board of Directors or Employees for volunteer onboarding agenda.
10. Chair the Volunteer outboarding at the end of the year, ensuring that all BoD and chairs have filed all of their relevant paperwork in their google drive and turned over all access to email accounts.
11. Keep a record of the Executive Director position description and policy and procedure document.
12. Keep a record of the Deputy Executive Director position description and policy and procedure document.
13. Prepare the required quarterly Private Organization paperwork for the Executive and Deputy Executive Director to submit.
14. Be added as an administrator and become acquainted with the NACA Google Drive.
15. Maintain password changes to any NACA accounts or email accounts.
16. Maintain Google Drive>Board Report/Minutes folder with the appropriate information.
17. Upload (scan if necessary) documents required for permanent record.
18. 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.
19. Ensure the Board of Directors are maintaining all necessary Google Drive information.



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20. Take responsibility for the Chief Administrative Officer email address, check twice daily, and respond in a timely manner.
21. Be responsible for the USPS mail box
 - a. Sort and place mail in the Thrift Shop Manager's office, at least weekly. Notify the Board of Directors that they've received mail. Consult the Executive Director if unsure who should receive incoming mail.
 - b. Distribute mail as needed to the appropriate board of directors.
22. Complete annual mandatory fire extinguisher training.

Finance

23. Be familiar with the NACA budget, particularly the Office Supplies line item.
24. Maintain BoD copier supplies, submitting receipts to the CFO.
25. Submit budget requests to the CFO at the initial and mid year budget review.
26. Keep a record of the Chief Finance Officer position description and policy and procedure document.

Marketing

27. Provide Chief Marketing Officer any requests for volunteer needs received.
28. Provide Chief Marketing Officer any requests to highlight key accomplishments in your program.
29. Keep a record of the Chief Marketing Officer position description and policy and procedure document.

Charitable

30. Optionally attend Grant and Scholarship meetings, take meeting minutes, and provide them to the Grant Chair, Scholarship Chair, and Chief Charitable Officer. Notify all individuals whether you will be attending or not.
31. Keep a record of Chief Charitable Officer, Grant Chair, and Scholarship Chair position description and policy and procedure document.

Outreach

32. Optionally attend Programming meetings, take meeting minutes, and provide them to the Programming Chair and Chief Outreach Officer. Notify both individuals whether you will be attending or not.
33. Keep a record of Chief Outreach Officer, Airman's Attic Chair, Cinderella Closet Chair, and Programming Chair position description and policy and procedure document.

Thrift Shop

34. Keep an annually updated inventory of the NACA Back Office.
35. Keep record of all Thrift Shop job descriptions.
36. Keep record of all Thrift Shop training materials.
37. Keep record of all Thrift Shop, Airman's Attic and Cinderella's Closest Handbooks.