

# **Policies and Procedures**

## **USAFA Parents Club of Eastern Michigan**

**Revised April 2014**

Our request/recommendation is these Policies and Procedures be reviewed/updated ANNUALLY by the new Executive Committee. Ideally that process would take place within the first month of their official term as officers.

We also propose that the incoming officers begin to meet/shadow the existing officers prior to their taking office. We would like to suggest that at least one joint meeting between incoming and existing board members occur between completion of elections and the end of the fiscal year in May, the date to be coordinated with the current President.

### **MISSION STATEMENT:**

**The mission of the USAFA Parents Club of Eastern Michigan is to support families throughout their Cadet's experiences at the United States Air Force Academy and instill them with an appreciation for their role in the "Long Blue Line" (connection to the Air Force) while providing recognition and support to our Cadets.**

**To Promote:** Long lasting friendships across past, present and future parents of USAFA cadets in a relationship built from unique experiences and mutual interests while parenting a cadet and US Air Force Officer.

Mentoring families and appointees as they prepare to leave for Basic Cadet Training and their Doolie year at the Academy.

An understanding of life at the USAFA and Prep School through education of appointees, cadets, parents and the community.

Support for Eastern Michigan USAFA families while their cadet is away attending the USAFA and Prep School.

Recognition of cadets across milestones in their USAFA life.

Financial support for emergency cadet travel in a time of crisis, via the Rando fund.

The Annual All Academy Holiday Ball to recognize all Michigan cadets attending all the military academies.

**Website for more information: USAFA Parents Club of Eastern Michigan**  
[www.usafapcmi.com](http://www.usafapcmi.com) (cursor over Parents Club in left blue box, click on Air Force Academy Parents Club of Michigan to join.)

### **Executive Committee/ Administration of the Club**

A) Executive Committee Members consist of the President, Vice President, Treasurer and Secretary, and can be held only by members in good standing who have a child/children in the process of completing the commitment to the Academy program. Members in good standing shall be entitled to vote, hold elected office, hold elected or appointed Committee posts and participate in the Club meetings and activities.

B) Membership meetings (open to all Club members) will be held at least 4 times in a year, in which the Executive board will update the members on a minimum of these items:

- 1) Financial report
- 2) Membership report
- 3) Standing Committee updates
- 4) Special committees/event updates

C) In general, these meetings have been identified as:

- 1) Summer - Picnic
- 2) Oct/Nov. - Navy & Army verses AFA Football Game gathering
- 3) Jan. - Alumni Potluck
- 4) April - Senior Salute & Club Elections for upcoming year

### **Membership**

A) Any parent, guardian or person acting in the role of guardian or interested party (associate member without voting privileges) of an Air Force Academy cadet, USAFA graduate, alumni, Air Force Academy Prep school student, Falcon Foundation scholar or appointee to one of these programs may be a member of the Club upon application for membership and payment of the current annual/or lifetime dues. To be a member in good standing, one must not be delinquent in the payment of any financial obligation to the Club. B) The ALO (Association of Liaison officers) for the state of Michigan or staff representing the AFA (Air Force Academy) shall be de facto members. Said officers or staff may be permitted to support financially if they desire. They will not have voting privilege related to club elections. They may also hold committee positions if approved by a 2/3 vote by the executive board. The Club also accepts that the USAFA Parent

Club liaison and the Director of ALO of Michigan as honorary members of this Club, as well as any future staff who assumes this role.

C) Annual dues of the Club are payable in June of said year, for both active members, incoming families and renewing. Dues can cover multiple options; i.e. annual, 4 year and lifetime option for alumni. Board will review this cost annually, and vote for changes with a 2/3 majority. With each membership drive, it will be the responsibility of the Board to send out by mail or electronic means a membership brochure with the listing of options for joining. It is also assumed that families who have provided address (es) will be responsible to keep the Club updated on changes to assist with proper notification. Membership dues for Executive Committee Members are waived for their time in office.

D) Annual Membership directories may be created for Club members use only and are not to be used for advertising or solicitation, and will be provided to those members in good standing by verification from the membership committee. The plan is to disseminate this directory in the fall with the completion of the membership drive.

## **Job Descriptions**

Each office may be held jointly by both parents/guardians in a household, when applicable.

A) President-The President shall preside at all meetings of the Club as well as Executive Committee meetings. If unable to do so, it will be the Vice President or other appointed Executive Committee member's role to lead said meeting. The President will prepare agendas for all meetings and be responsible for the conduct of the meeting and upholding of our mission statements. The Fundraiser Committee, Alumni Support and Historian(s) report directly to the President.

B) Vice President (VP) –The VP shall preside over the Club and meetings in the absence of the President, and perform other functions that the president delegates. The VP will oversee both the Communications Committee & Social Committee.

C) Treasurer-The Treasurer shall be in charge of all Club funds, maintain financial records, keep banking/electronic accounts, disburse monies as directed by the Board and complete 501(c)(3) & federal compliance forms. The Treasurer will report to the Club members on the status of our Club at the membership meetings and actively oversee the All Academy Ball finances as the 501(c)(3) permits. The Treasurer will submit the financial records for an annual review. As Treasurer, he/she will be responsible for completing the necessary donation forms for verification of 501(c)(3) donations to Club for fundraising events. D) Secretary-The Secretary shall take all meeting minutes and submit them to the Board for review within two weeks of a meeting. If the Secretary is absent from a meeting, the presiding officer shall designate someone in attendance to take minutes. Once accepted (at least two executive

committee members approve minutes), minutes will be electronically sent to the President for storage on club's hard drive.

Copies of the meeting minutes are available upon request to President or member of the Executive committee. A summary of minutes will be presented by the Secretary at each of the membership meetings. Secretary will be responsible to distribute Club informational memos to the five subgroups, class representatives and alumni lead, which in turn is fanned out to the members. Secretary oversees the Membership Committee and is responsible to provide necessary forms to donors/contributors to document their tax deductible donations.

## **Committees**

The Committee Chair(s) may attend Executive Committee meetings at the invitation of the Executive Board.

Being a Chairperson (or co-chair) of a committee does not prohibit leadership responsibilities in other club activities.

### **1) Membership Committee**

The purpose of the Membership Committee is to promote membership and involvement by active cadet parents, families or guardians in Eastern Michigan.

The Membership Committee will oversee the following for the USAFA Parents Club of Eastern Michigan: The Mentor Program, Class Representatives, Membership Drive, maintenance of the club database, annual membership brochure and membership directory.

The Chairman of the Membership Committee is responsible for obtaining members to be responsible for the committee responsibilities.

The Mentor Program will pair active club parents with appointee parents in May of the year. This program is designed to help parents and new appointees understand what to expect their first year at the USAFA. Every effort will be made to pair parents in the geographical area.

Class Representatives (Class rep.) will be appointed by the Membership Committee chair for each new incoming class. Class Reps can maintain their position throughout the four years their cadet is at the Academy. Duties of the Class Rep are to stay in communication with parents in their class via email and phone and other methods deemed appropriate. Class Reps will filter down information from the Executive Committee in a timely fashion; encourage participation in club events and meeting(s) from their class of parents and report to the Secretary, who then informs the Executive

Committee of any news where the Club support might be required or appreciated. During the beginning of the fiscal year, a membership drive will be held for the incoming class of parents. An effort will also be made to reach out to non-members of other classes and past members who are now alumni. This can be done through the Appointee Meeting, newsletter, membership brochure, Social Media(s) and the Club website and direct mail/emails or phone contacts. The Club database should be updated on a regular basis and sent to the Executive Committee and Standing Committee Chairs, upon request, with approval from Executive board.

## **2) Communication Committee**

The purpose of the Communication Committee is to provide all USAFA parents listed in the Club database different resources to access information about the Club and to share information about their cadet or alumni with the rest of the parent members.

The Communication Committee will oversee major communication to all listed on the Club database. The avenues of communication will include the Club's official website / blog, social media (such as Facebook /Twitter) and a newsletter(s). The communication chair will identify list categories to help with which notices are placed on the blog verses Facebook verses membership fan outs, to minimize repetitive messages.

The Chairman of the Communication Committee is responsible for overseeing all facets of major communication. The intent of the website is to be the face of the USAFA Parent's Club of Eastern Michigan. It will provide the Club calendar, information about membership, the mission statement, fundraising activities and social functions. Within the website, the Club will host a blog for registered members. All registered members of the website are eligible to post information and questions on the blog. The Chairman of the Communications Committee will oversee the webmaster for the Club website.

The intent of the use of social media (Facebook/Twitter) will be to allow members of the Club to post questions, news of their cadet, pictures and dates of upcoming events.

The newsletter will be published as determined by the Executive Committee. It should be no less than two times per year. It will be used to feature activities of the cadets from Michigan, upcoming events, information and publicity of fundraisers, USAFA Academy news and any information deemed necessary by the Executive Committee in support of our mission statements. Executive Committee members are encouraged to participate by creating articles for the newsletter.

## **3) Fundraiser Committee**

The committee can be sub-divided to help with the needs of this committee, including having a chairperson for each fundraiser, if desired.

Primary goal is to maintain the 501(c)(3) status while providing opportunities to support the Club from incoming gifts/donations and monies not directly from Club dues. Fundraising events can be recurring or one-time events as the Executive Committee selects. It is the role of this committee to set minimal annual financial goals for each fundraiser, as well as plans to meet these goals.

After any donation of \$50.00 or more is obtained, the Chairman will coordinate with the Secretary to verify that proper documentation is offered to said contributor for their tax records. Creation of a standard letter of thanks will be done and kept on file (Club's hard drive) for said need. New fundraiser ideas will need to be brought to the Executive Committee for review and approval/implementation.

Current Fundraisers:

- a) Golf outing
- b) Two scheduled football games, one in Oct. & second in Nov.; possible third bowl game Dec-Jan.
- c) Quality Inn in CO ongoing
- d) Golf Ball markers ongoing

### **3) Alumni Committee**

Alumni Committee is made of any family members of graduated cadets. One FAMILY will take the lead role of this committee and be invited to attend the Executive Committee meetings and participate with communications to help the Club grow. The committee acts in an advisory capacity and works to be a conduit for maintaining contact with parents of USAFA graduates in Michigan. This leader will also be responsible for fanning out emails sent to them by the members of the Executive Committee. When identified, the member(s) can request a hard copy of these Club created items.

The role of this committee is to also update the Web site's alumni link, host the annual alumni membership event in January (coordinated with the social committee), help in obtaining membership and be a support for the Historical Committee and mentorship of the new families.

### **4) Historical Committee**

The historical committee will have as an ultimate goal to document & preserve (possibly as scanned to a hard drive) all old newsletters, members lists, events, photos, etc. with an eye to creating a historical perspective of the USAFA Parents Club of Eastern Michigan for eventual donation to a repository such as the USAFA Library. This is a work in progress.

## **5) Social Committee**

The committee can be sub-divided to help with the needs of this committee, including having a chairperson for each social event, if desired. Ideally, a member of each class on this team would be helpful. The committee shall be responsible for all social functions hosted by the USAFA Parents Club of Eastern Michigan.

The jobs can vary from event to event, however the chairperson(s) will be required to verify a budget/event in a timely fashion. The Committee will coordinate the events in regard to location, supplies and if possible record events in the form of pictures/digital media for the Club's archives.

Reusable items, such as centerpieces, donated flags, banners and kitchen items will be the responsibly of the Committee to care for. Request that for each event, coordination occur between the Committee and Communication Committee to support proper notification of events in the electronic venues or hard copies.

Request that all cost be reconciled with in one month of event as guided by the bylaws of reporting by treasurer.

The All Academy Ball (AAB) is the one committee exception that is considered a "Special Event" and will have its own chairperson from leading military services for that year. When the Air Force Club hosts the AAB, usually every third year, additional processes will need to be organized for the event at least 9 months prior. For those years where the Club does not host the AAB, we will provide at least one (non-treasurer) member to represent the USAFA Parents Club of Eastern Michigan. At this time, as we are a 501(c)(3), financial reports and tracking for this event is handled by our Club Treasurers every year, independent of the Club financial reports.

Current Social events:

- a) Annual picnic
- b) Golf outing
- c) Football games (3)
- d) Alumni meeting
- e) Senior salute
- f) New Appointee meeting

### **Additional Special Events Committees**

- 1) All Academy Ball (as above)
- 2) Appointee meeting support to ALO's

Currently:

- a) Grass roots event over December holiday break - helping support the recruitment of potential officers at local fair; this would include cadets.
- b) Appointee meeting each spring.

### 3) Nominations Committee (for Club's Executive Board elections)

The Committee shall be chaired by the President and made up of the Club representatives, board members and alumni (minimum of three total members) to prepare the slate of candidates to vie for the various offices at the Annual elections meetings. Additionally they will canvas the Club to find members who would desire to serve the Club. Nominations Committee will prepare the slate with in the month prior to elections. A slate = one person for each elected position available. Additionally nominations for each position will be taken from the floor. Someone from the Nominations Committee usually runs the election.