



COUNCIL

FOR MILITARY SPOUSE CLUBS

EDUCATE.
COLLABORATE.
TRAIN.



COUNCIL BOARD MEMBERS

The Council for Military Spouse Clubs is looking for board members with Military Spouse Club or related nonprofit experience to serve on the board for 24-month terms.

Board position responsibilities include:

Managing a team of volunteers
Producing written content
Providing subject matter expertise
Participating in weekly board meetings
Chairing Content Working groups
Collaborating with other SMEs
Participating in virtual or in person outreach events.

As a member of this board, the expectations are high and dedication to the Council is required. The time commitment will ebb and flow but expect to put in at least 5 hours a week (20 hours a month) on Council business.

Expectations:

- Attend Meetings and provide ideas and insights within your position as well as the Council.
- Contribute Content based on the position you are filling and provide advice in other areas.
- Chair content working groups (Project Based Management)
- Crowdsource and collate information from fellow MilSpouse Club board members.
- Network within the Military Spouse space and collaborate with MSC change makers.

Qualifications

- Military Spouse Club experience (suggested 5 years serving in a board position, or corresponding volunteer/work experience in your subject matter area)
- Nonprofit experience, or an understanding of nonprofit management
- Experience in the areas listed under the job for which you are applying.
- Use of Office 365 – Outlook, Teams, OneDrive, Sharepoint
- Strong verbal and written communication skills
- Ability to condense information into concise, relatable content.
- Experience working in a virtual environment.
- Management skills to lead productive committees.
- Strategic Thinker who offers innovative ways to meet the needs of the CMSC and MSC subscribers. The ability to work with other members of the Board in a positive and proactive manner to further the mission and vision of the Council.
- Time management skills (and available time) to schedule and organize tasks to meet deadlines. Entrepreneurial spirit for working as a team player in a startup environment.

The Council Mission: To provide education, training, and resources to American military spouse clubs and their charitable nonprofits operating on military installations worldwide in order to preserve, perpetuate, and improve their governance and operations as nonprofit organizations.



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COUNCIL BOARD POSITIONS & ROLE DUTIES

Chief Executive Officer

Chairman of the Board
Document review
Chair of the Council Advisory Board
Chair of Legal Review Committee

Chief Operations Officer

Secretary
Parliamentarian
Admin Support
Internal Communications (Tracking projects)
Technology (email management)

Chief Marketing Officer

Website with Director of IT
External Communication, Email Campaigns
Newsletters/Social Media
Branding

Chief Financial Officer

Internal Finances
External Finances:
Council Grants
Council Sponsorships

Chief Community Officer

Club Scholarships
Club Community Giving
Club Thrift Shops
Club Gift Shops
Club Fundraising

Chief People Officer

Diversity / Inclusivity
Membership / Volunteer Management
People Development / Training Program

Director of Information Technology and Content Production

Works directly with Marketing Chief
Producing videos and content uploads
Maintains current content on website.

Directors At-Large (no more than 4)

Board members nominate.
Must be voted in by the current Chiefs.
Serve for one year at a time.

Are you interested in serving on the Council's Board?
To apply, please complete the
Council Board Member application.



Scan or Click to Apply!

Commitment to Diversity, Equity, and Inclusion

The Council for Military Spouse Clubs seeks to foster awareness and encourage discussions of why a commitment to diversity, equity, inclusion and creating a sense of belonging are essential for military spouse clubs. We are committed to building and supporting a diverse, equitable, and inclusive membership and a Board of Directors dedicated to and reflective of the populations we serve. We are looking for individuals to join our team who share our commitment to diversity, inclusion, and equity; we also strongly encourage individuals to apply who would add to the Council's diversity of ideas, beliefs, experiences, and cultural backgrounds.

QUESTIONS? Contact Carolyn Crissman, CEO at Carolyn.crissman@Councilformsc.org