

From: [Chuck Emmett](#)
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Subject: Urgent Base Openings - Treasurer and Storekeeper
Date: Tuesday, December 9, 2014 9:17:45 PM

Perch Base USSVI - Flash Traffic

Number: 12_06_2014 **Date:** Dec. 9, 2014

Subject: **URGENT** - Base Job

Openings

Our base is in urgent need of shipmates to step forward and fill several of our most important Base jobs. The first:

The Base Treasurer. Bob Warner will vacate the job, probable by the end of the year. The job description is:

- The Base Treasurer is appointed by the Base Commander and may serve indefinitely. The Treasurer is a member of both the Executive Committee and the Board of Directors and acts as the Chief Financial Officer of the Base. Specific duties include:
- He shall establish and maintain one or more checking, savings, CD or money market type accounts with an established institution that provides for "insured account" coverage (either FDIC or other). This includes reconciling each account monthly.
- The Treasurer receives monies (checks, cash or electronic transfers) and insures that the funds are deposited within a reasonable time (preferably less than one week after receipt).

- The Treasurer will pay the Base's bills in a timely manner ascertaining the accuracy and validity of the bill as well if the bill is within budget. If a bill is not within budget, he shall submit it to the Board of Directors for approval. The bills to be paid should be regularly recurring or routine bills. Other bills to be paid should be approved by the Board of Directors.
- If a bill is unusual in amount, unexpected or not usually necessary to the efficient operation of the Base, he shall submit it to the Board of Directors for further action.
- He shall provide the Board of Directors and the membership a financial statement at the end of each calendar month at the monthly formal meeting when held.
- The Treasurer will turn over all books and financial records to a relieving treasurer. He will assist in the arrangements to remove outgoing his (as outgoing) signature from all financial accounts and initiate new signature records for the incoming Treasurer.
- He will transfer national membership dues to the National Office in a timely manner.
- He will maintain the Base's financial information on a cash basis of accounting.
- The Treasurer shall file control reports to the USSVI National Office, as required.
- He will assist, in conjunction with the Base COB, in maintaining an inventory of all base owned capital equipment of significant value (more than \$1,000.)

DeWayne Lober has been our Base Storekeeper for many years and is ready to call a rest. The Base Storekeeper duties are:

The Base Storekeeper is responsible for the merchandise the Base maintains for sale and awards purposes. His is an appointed position by the Base Commander and may serve indefinitely. He is the sole-source for identifying, locating, purchasing, storing and selling all such

merchandise. His duties include:

- The Storekeeper will identify items that he thinks should be purchased and stocked by the Base that would sell and support the principles of Perch Base and USSVI.
- He will seek the advice and approval of the Board of Directors prior to purchase of new items.
- The Storekeeper will provide photos, descriptions and prices of available items to the Base Webmaster for posting on the web site.
- He will be receptive to requests for stocking new items but will at all times use his best judgment and the sense of the BOD in purchasing decisions.
- He will maintain inventory of items as deemed adequate with the advice and consent of the BOD.
- The Storekeeper will maintain an inventory of all items in the Store and present this inventory to the BOD twice each year. He shall maintain a running inventory at all times that would allow a reasonable "snapshot" of Base goods at any time.
- He will always try to negotiate the best price and/or deal on all items purchased.

