TRUSTEE TRAINING

Created by Pam Gerhard

Agenda

- Board of Trustees Duties and Responsibilities
- Chairperson of the Trustees Duties and Responsibilities

Introduction

Being a Trustee is a thankless job.

You feel that you must do everything yourself.

This could not be further from the truth.

The hardest thing that most people struggle with is asking for help.

You need to ask for help, or you risk getting burned out.

No one person can do everything that is needed to maintain a canteen.

Board of Trustees

Board of Trustees

Duties & Responsibilities

- Elect a Chairperson of the Board.
- Prepare and update an SOP for the Canteen and Dining facility to be voted on by the membership.
- Be sure that signed copies of the SOPs are available to the Steward on duty.
- Review and update the house rules annually for any changes. Present them to the membership for approval and post them where all visitors can see them.
- All monies collected from canteen operations and turned over to the Post finance officer.

Board of Trustees

Duties & Responsibilities

- Meet monthly to discuss upcoming events, activities, Canteen operations, and finances.
- Meet every 6 months to do a price comparison of liquor, and other products to be sure that the canteen maintains a profit of 105%.
- Maintain an accurate inventory of all items sold by the canteen.

Chairperson of the Trustees

Duties & Responsibilities

- Will advise the Executive Board of any issues from the meetings.
- Will ensure that the Canteen operations provide a friendly service to our members, guests, and special guests.
- Works with the finance officer to ensure that the canteen is meeting or exceeding the annual budget approved by the E-Board.
- Hold monthly meetings discussing any problems encountered, improvements required, and upcoming activities.
- Ensures all approved activities are supported by the canteen staff.

Chairperson of the Trustees

Duties & Responsibilities

- Attends Executive meetings to report on the activities, operations, and finances brought up in the Trustee meeting.
- Ensures Trustees are assigned to count for the monies that are derived from the Canteen operations and any on-hand activities supported by the Canteen. This is done daily to have accurate accountability.
- Monetary discrepancies are investigated and brought up to the Finance officer and the Commander as soon as discovered and the outcome and findings are reported at the next E-Board.
- Supervises the Bar Manager

Team

Chairperson of the Trustees

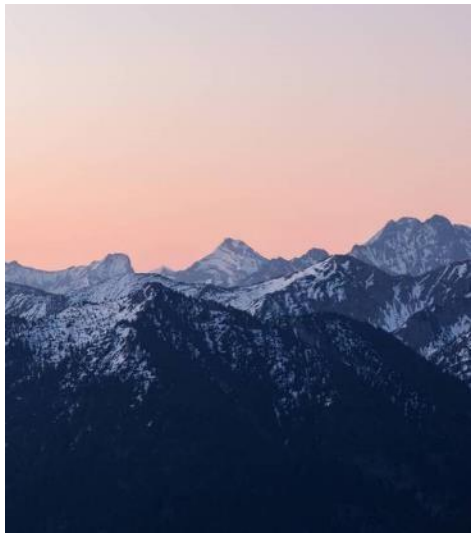
Board of Trustees

Board of Trustees

Board of Trustees

Summary

- This looks like a big job for any one person.
- **Ask for help.**
- Delegate the responsibilities.
- Use available resources to aid you in completing the daily, weekly, and monthly tasks.



The way to get started is to quit talking and begin doing.
Walt Disney

Sharon Davis

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Thank you