

From: [Chuck Emmett](#)
To: [Chuck Emmett](#)
Subject: FW: Base Job Openings
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Perch Base USSVI - Flash Traffic

Number: 12_04_2014 **Date:** Dec. 5, 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:

A Membership Chairman. Rick Simmons who has had that position since 2009 has resigned effective January 24, 2015. We need to fill this position as soon as possible to allow for turnover and training. The Membership Chairman is an appointed position on the Perch Base Board of Directors. The duties and responsibilities of the Membership Chairman can be found on the website and in the Base Policies and Procedures Manual. In addition, the person acting as Membership Chairman must:

Be computer literate

Have a computer that can run Internet Explorer Version 8 or 9 (the USSVI database only works with these versions)

Have a functional knowledge of MS Excel

Have document scanning capability

Be comfortable handling the monies received for dues and donations, making deposits and keeping the Treasurer informed the amounts received and dispersed

Be able to attend Board of Directors meetings, Base Meetings and Base Events

The person accepting the position of Membership Chairman will receive and turnover and training from Rick. If you have any questions about the duties and responsibilities of the Membership Chairman you are encouraged to contact Rick at 612-583-4235. If you wish to apply for the position please contact Howard Doyle at commander@perch-base.org

The second important opening:

The Base Storekeeper. DeWayne Lober has been our Base Storekeeper for some time is stepping down. The Storekeeper is a member of the BOD and is responsible for the merchandise the Base maintains for sale and awards purposes. 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 that would sell and support the principles of Perch Base and USSVI.
- He will seek the advice and approval of the BOD prior to purchase of new items.
- 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 goods at any time.
- He will always try to negotiate the best price and/or deal on all items purchased.
- The Storekeeper will act as the primary interface for any member wanting a vest made.

These jobs are vital for our Base's operation. PLEASE, shipmates, if you can help, please come forward and let the Base Commander know. Call Howard at (602)228-2445.



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