



SOUTH TEXAS HEADQUARTERS

Bldg 3 • Naval Air Station • Corpus Christi, TX 78419 • (512) 939-2391

M E M O R A N D U M

TO: MEMBERS OF THE BOARD

FROM: PAUL A. CAMERON, JR., PRESIDENT *PAC*

REFERENCE: EXECUTIVE DIRECTOR CANDIDATE

DATE: DECEMBER 12, 1985

The Selection Committee for the new Executive Director has met on several evenings at the USO. Approximately 150 resumes were submitted for the position, and of these, seventeen were interviewed by the Committee.

It is the Committee's recommendation that Ms. Mary King be employed as the Executive Director of the USO. Ms. King has excellent qualifications and indicates much enthusiasm for the USO, its programs, and its continued development. Enclosed is a copy of Ms. King's credentials for your review.

Also enclosed is a copy of the employment contract which will be on the agenda for the meeting of the Board next Wednesday, December 18. Ms. King will be in attendance at the meeting for your interview.

SD:ms

Enclosures:

Resume-Mary Smothers King  
Copy of Proposed Contract of Employment



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December 18, 1985

Ms. Mary Smothers King  
302 Timber Trail  
Portland, Texas 78374

Dear Ms. King:

This letter of contract will offer you the position of Executive Director of the USO of South Texas, Inc. for the 1986 calendar year according to the following provisions:

Annual Salary	\$22,400
Annual Travel Allowance	1,800
Annual Hospitalization Insurance through the United Way Group Plan	<u>924</u>
	\$25,124

It is understood that the Executive Director shall attend the Orientation for New Executive Directors provided by USO World Headquarters in Washington, D. C.

Compensation for days employed in December, 1985 shall be the annual salary pro-rated. Travel and hospitalization benefits shall commence as appropriate as listed above for the 1986 calendar year.

Also, as scheduling permits, two weeks of paid vacation will be provided after the initial six-months period of employment.

\_\_\_\_\_  
Paul A. Cameron, Jr.  
President, Board of Directors

December 18, 1985  
Date

Accepted:

\_\_\_\_\_  
Mary Smothers King

\_\_\_\_\_  
Date

Starting Date of Employment: \_\_\_\_\_

November 21, 1985

Ms. Sandra Day  
Executive Director  
USO of South Texas  
Building 3  
Naval Air Station  
Corpus Christi, TX 78419

Dear Sandra:

I am writing to apply for the position of Executive Director of the USO of South Texas. I have enclosed a copy of my Resume and other pertinent information which I hope will be useful in determining whether or not I should be considered for the position.

Because of the nature of my present position as Executive Director of the Camp Fire Council of Corpus Christi Area, Inc., I am requesting that my application be considered in the strictest confidence possible in matters of this nature.

Looking forward to hearing from you in the near future and with warmest best wishes, I am

Sincerely,

A handwritten signature in cursive script that reads "Mary Smothers King". The signature is written in dark ink and is positioned above the typed name.

Mary Smothers King

Enclosures

MARY SMOTHERS KING  
302 Timber Trail  
Portland, Texas 78374  
Telephone: 512-643-4020 (H)  
512-887-1601 (O)

EDUCATION

Primary: Tennessee & Arkansas  
Secondary: Fayetteville, Tennessee

College: Bachelor of Music  
McNeese University  
Lake Charles, Louisiana

Graduate: Master of Arts  
Corpus Christi State  
University  
Corpus Christi, Texas

EMPLOYMENT

April, 1984 - Present: Executive Director  
Camp Fire Council of  
Corpus Christi Area, Inc.  
1601 N. Chaparral  
Corpus Christi, TX 78401

1982 - March, 1984: Executive Assistant  
Zoom, Inc.  
Corpus Christi, TX 78401

1981: Assistant to Comptroller  
White River Drilling Co.  
Corpus Christi, TX

1978 - 1981: General Manager  
Lake Charles Symphony  
Lake Charles, Louisiana

1963 - 1978: Legal Secretary  
Charles' S. King  
Lake Charles, Louisiana

1962: Stewardess  
American Air Lines  
Buffalo, NY  
Charter Trip to Niagara  
Falls with United Nations  
To tour the power plant;  
Press photos with Jack Benny

Mary Smothers King  
White River Drilling Company

I was employed at White River Drilling Company on June 1, 1981 as assistant to the Comptroller. White River was a subsidiary of Lewis Energy Corporation with its headquarters in Denver, Colorado.

My first responsibility was the purchase of all office furniture, equipment, supplies, etc., for the personnel being hired to form an accounting division. These offices were to be completed within the period of one week.

At the end of two months, the Comptroller resigned. The Accounting Supervisor was made acting head of the division until he resigned six weeks later. The resignations of Payables Supervisor, Clerks, and the Computer Supervisor followed. The remaining employees of the accounting division were given notice to find other employment. I supervised the loading, packing, and transporting of all materials and office equipment that was not sold to the home office in Denver.

During the last months of employment, I assumed the responsibility of filling vacated positions, finding that I could learn to handle the accounting problems that came into the office.

I locked the door on White River Drilling Company, effective the last day of November, 1981 and my salary was terminated the last day of December, 1981.

Mary Smothers King  
Junior League Placement & Service

During the years 1963 - 1977 in addition to raising my children, working on a part-time basis with intermittent periods of full-time work in my husband's legal office, I was a member of the Junior League of Lake Charles, Inc., which is a member of the National Association of Junior Leagues. The Junior League is a voluntary service organization that offers quality professional service to the community.

League members are required to have Community Placement as well as League/Internal Placement. The purpose of the Junior League is to promote voluntarism and to develop the potential of its members for voluntary participation in community affairs, and to demonstrate the effectiveness of trained volunteers.

Community Placement - Youth Concert Chairman  
Initiating bus program for all black schools; initiating Young Audiences programs using Symphony and Ballet Companies' production of "Evangeline", a ballet written by local composer

Symphony Auxiliary President  
Symphony Board Member for 3 years  
Heart Association Board Member  
Camp Fire Leader for 3 years  
Speech & Hearing Center/Volunteer

In-League Placement - General Secretary for 2 years  
Education Committee  
Advisory Placement & By-Laws  
Community Research  
Formation of Arts Council  
Liberty Belles - Director for 3 years  
Follies/Performance & Make-Up

ADMITTED \_\_\_\_\_ GRADUATED \_\_\_\_\_ DEGREE: MA AWARDED: 08/08/85

SECTION \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_  
 RACE OF BIRTH \_\_\_\_\_

MISSION \_\_\_\_\_

MORANDA \_\_\_\_\_

TRANSCRIPT RECORD \_\_\_\_\_

CERTIFICATE RECORD \_\_\_\_\_

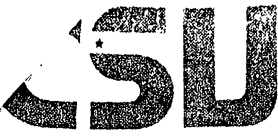
GRADING SYSTEM \_\_\_\_\_

COURSE AND DESCRIPTIVE TITLE	HOURS PER WEEK	GRADE	SEM. HOURS	GR. POINTS
	LEC LAB			
BACHELOR OF MUSIC MORNING STATE COLLEGE SS1 1985				
CORPUS CHRISTI STATE UNIVERSITY KING MARY SMOTHERS 370700 AH IDS 6				
GRADUATE				
THE490 TOPICS IN THEATRE	3 0	A	3 12	
REPATORY WORKSHOP				
THE490 TOPICS IN THEATRE	3 0	A	3 12	
REPATORY WORKSHOP				
THE570 SEMINAR IN THEATRE	3 0	A	3 12	
SS1 1983 ( 0)			9	
KING MARY SMOTHERS 370700 AH IDS 6				
GRADUATE				
COM513 SEM-NONVERBAL COM	3 0	A	3 12	
PSY523 SOCIAL PSYCHOLOGY	3 0	A	3 12	
PSY524 DEVELOPMENTAL PSYCH	3 0	A	3 12	
FALL 1983 ( 0)			9	
KING MARY S 481170 AH IDS 6				
GRADUATE				
COM432 PUBLIC SPEAKING	3 0	A	3 12	
IS 510 A&H RESEARCH&ANALYS	3 0	A	3 12	
PSY522 PERSONALITY THEORS	3 0	A	3 12	
SPR 1984 ( 0)			9	
KING MARY S 481170 AH IDS 6				
GRADUATE				
CCM511 SEM IN PERSUASION	3 0	A	3 12	
MAN510 MGMT PROCESSES	3 0	W		
SPR 1985 ( 0)			3	

COURSE AND DESCRIPTIVE TITLE	HOURS PER WEEK	GRADE	SEM. HRS	GR. PTS
	LEC LAB			
KING MARY S 481170 AH				
GRADUATE				
MUS515 PSYCHOLOGY OF MUSIC	3 0	A	3 12	
MUS596 INDIVIDUAL STUDY	0 0	A	3 12	
ARTS MGT				
SS1 1985 ( 0)				
KING MARY S				
MASTER OF ARTS INTERDISCIPLINARY STUDIES AUGUST 08, 1985				

PURSUANT TO FEDERAL LAW 23 390, THIS IS A PUBLIC RECORD AND ANY INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. IF YOU HAVE ANY INFORMATION REGARDING THIS RECORD, PLEASE CONTACT THE RECORDS MANAGEMENT DIVISION AT (409) 745-2000. WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

*[Handwritten Signature]*



February 27, 1984

To Whom It May Concern:

I am pleased to recommend Mrs. Mary Smothers King to you. I have known her for approximately a year as her graduate advisor and professor.

Mrs. King is an ambitious student with a conscientious drive to gain helpful academic experiences. She obviously has a fine arts background and has demonstrated her knowledge of the arts effectively. Not only is her performance in classes well above average, but she has been helpful as a consultant to students; helping them with acting performances, singing auditions, singing performances and understanding the psychology of performance.

I am aware of Mrs. King's extensive background in community arts council direction and have seen her administrative abilities demonstrated in classroom discussion. She is particularly well-organized and in full control of any circumstance where leadership is required.

I personally believe that Mrs. King could function well in a wide variety of positions; particularly those which deal with some aspect of the arts. I have encouraged her to seek possibilities in teaching and/or arts administration.

I must write that I recommend her highly.

Sincerely,

A handwritten signature in cursive script that reads "John W. Wilson, Jr." with a flourish at the end.

John W. Wilson, Jr.  
Professor of Communications