

**FIRST VICE PRESIDENT
OSAN OFFICERS' SPOUSES' CLUB
OSAN AB, REPUBLIC OF KOREA
FEBRUARY 2010**

DUTIES AND RESPONSIBILITIES:

- Attend all governing board meetings (1st Thursday morning each month)
 - Prepare written monthly reports/provide to Secretary by Monday prior to the board meeting.
 - Serve as a voting member

- Attend Executive Board and Budget meetings and prepare monthly reports, as necessary
 - Serve as a voting member
- Perform the duties of the President in the President's absence

- Coordinate activities of the Committees delegated in the standing rules
 - Membership/Sunshine, Reservations, Historian, Orient Express, ChildWatch, Programs, Publicity, Member At Large, Special Activities, Ways & Means, Tours

- Coordinate protocol courtesies of OOSC functions
 - Nameplates for the head table(s)
 - Receiving line, as desired by incoming or outgoing Senior Spouses for "Hails and Farewells"
 - Provide guest book, when necessary
 - Coordinate all special functions with the President and Advisory Council

- Set up for monthly board meeting
 - Arrive 20-30 minutes prior, put out nameplates and hole-punch
 - After meeting take down

- Coordinate Board Appreciation Luncheon
 - See After Action Report
 - Purchase board gifts

- Collect volunteer hours each month and report to AFRC
 - Prepare and submit VOQ/Y packages

- Update the job description and present it to the Parliamentarian **NLT 28 Feb** each year

- Prepare an after-action report and present to the President **NLT 31 May** each year

- Update/clean out the continuity notebook and present to successor **NLT June turnover board meeting**
 - Include updated job description and after-action report

QUALIFICATION REQUIREMENTS:

- Air Force Writing Skills – Understanding of Package writing - VOQ/Y Packages
- Good attitude and ability to interact with others

POSITION DURATION: OOSC board year (1 June – 31 May)

TIME REQUIRED: 10 hours/month