

**SECOND 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

Attend all OOSC functions, if possible

Advisor to Cookie Crunch, Scholarships, Thrift Shop, Welfare and Wild West Night

Meet with each chair to begin plans for the year

Present board reports in absence of the chairperson at monthly board meeting

Attend meetings of each committee as called by the chair

TSAB—quarterly; Welfare—monthly; Scholarships, CC and WWN—as required

Serve as a voting member

Review the OOSC Constitution, By-Laws, Standard Operating Procedures and TS By-Laws, Standard Operating Procedures for familiarity to assist at board meetings and committee meetings

Review Parliamentary Procedures for familiarity to assist at board meetings and committee meetings

Perform the duties of the 1st Vice President in the 1st Vice President's absence.

Perform the duties of the President in the absence of the President and the 1st Vice President.

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:**

Good attitude and ability to interact with others.

Willingness and flexibility to help out where needed.

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

**TIME REQUIRED:** 5 - 100 hours/month depending on the level of involvement with Wild West Night, Thrift Shop and Cookie Crunch. Most regular monthly hours are spent attending committee meetings and preparing monthly 2nd Vice President Reports.