

HISTORIAN
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.

Provide to 1st Vice President to present in chair's absence

Serve as a voting member

Report to the 1st Vice President

Select a co-chair to assist you, if desired.

Represents as voting member only in chair's absence at board meetings

Presents monthly report in chair's absence

Attend OOSC functions to take pictures of the events

New members greeted each month

Members leaving

Photos to WebMaster for display on the OOSC Website

Coordinate with the Chair to get photos of Cookie Crunch and Wild West Night

Compile a photo album of the OOSC events that may be used for display

Present to the board **NLT the June turnover board meeting**

Put an album together for the outgoing President, if the board chooses that in lieu of a gift

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 and 1st Vice President **NLT 31 May** each year.

Update/clean out the continuity notebook and present to incoming chair **NLT June turnover board meeting**

Include updated job description and after-action report

QUALIFICATION REQUIREMENTS:

Have the ability to operate a camera and create a scrapbook

Good attitude and ability to interact with others.

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

TIME REQUIRED: 6-8 hours/month