

**MEMBER AT LARGE
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 all OOSC functions, if possible

Attend meetings where information, pertinent to family members stationed at Osan AB, is shared
Base Advisory Council, Integrated Delivery System, Community Action Information Board,
AAFES/DECA Advisory Boards, Health Care Consumer Advisory Committee, Child Development
Advisory Committee, Volunteer Advisory Council, Youth Advisory Board, Base Education
Planning Advisory Council (BEPAC), American Red Cross meeting and the Town Hall meetings

Takes notes at each of these meetings and present them in the monthly board report

Summarize the report for publication in the Orient Express.

Attend additional meetings that the MAL Chair feels may be useful to share with the membership

OAES PTO, OAHS PTO

Meetings are usually 1 ½ hours long.

Work with OSC Advisors to get dates of other meetings that might be of importance to attend

Advisors attend several meetings so their advice is of great help

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:

Customer service, note taking, writing skills

Ability to represent interests of others

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

TIME REQUIRED: 10 - 15 hours/month