

**MEMBERSHIP/SUNSHINE CHAIR
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
 - Newcomers, Farewells, Guests, Total membership number, total dues collected, and expenses
 - 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

- Prior to each monthly General Membership meeting
 - Prepare sign in sheets, applications, babysitter list, copies of OE, copies of directory
 - Update nametags, as necessary
 - Check status of Welcome/Farewell gifts

- At the monthly General Membership meeting
 - Register new members and collect dues
 - Introduce new members and present a welcome gift (currently a keychain)
 - Farewell outgoing members with a farewell gift (currently a mini celadon vase)
 - Introduce guests
 - Collect nametags for door prize drawing and assist president with drawing
 - Collect nametags at the end of the night in order to alphabetize them for the next function
 - Clean up membership table

- Maintain the OOSC group email address listing and OOSC board email address listings
 - Updated listing should be emailed monthly to
 - President, 1VP, 2VP, Programs, Parliamentarian, Publicity, Reservations, WebMaster, OE (indicate which members are new and those that have departed)
 - Send an updated list (names only) to the Thrift Shop Bookkeeper and Thrift Shop chair.

- Provide Welcome/Farewell/Birthday/Anniversary info Orient Express by the established deadline

- Prepare membership directory for publication and delivery in October/November
 - Computer, printer and copier for this in the Thrift Shop

- Coordinate and deliver birth/death/illness gifts to members as specified by guidelines
 - Send cards of sympathy, concern, etc. at the request of the President.

QUALIFICATION REQUIREMENTS:

- Exercise discretion with membership information
- Great attitude and ability to interact with others
- Organization skills/Basic computer skills for publishing membership list and directory

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

TIME REQUIRED: 6 hours/month (a little more in the fall months getting the directory published)