

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

DUTIES AND RESPONSIBILITIES:

Conduct all club activities in accordance with the Constitution, By-Laws, Standard Operating Procedures and Robert's Rules of Order

Preside at all General Membership, Governing Board, Executive Committee meetings
Executive Committee meetings, as necessary
 Prepare and distribute to each board member a typed agenda for the meeting
Governing board meetings (1st Thursday morning each month)
 Prepare and distribute to each board member a typed agenda for the meeting
 Conduct a joint board meeting with the incoming board in June
General Membership meetings (3rd Thursday each month)
Parliamentarian is official interpreter of all OOSC documents and legal advisor
Serve as a non-voting member

Ex-officio to Budget Committees, Thrift Shop Advisory Board, Scholarship Committee, Welfare Committee
Serve as a voting member

Maintain a working knowledge of all activities and keep the Honorary Officers and Advisors informed
Contact to discuss the agenda/business prior to the board meeting, if necessary

Visit new 7AF/CC, 7AF/CV and 51FW/CC spouses in their quarters within a week of their arrival
Extend an INVITATION to be Honorary or Advisor
 Welcome packet with OOSC info and appropriate token welcome gift
Coordinate with 1VP to plan welcomes/farewells for Honorary Officers and Advisors

Appoint a Parliamentarian and Committee Chairs with the approval of the Executive Committee

Write an article for the Orient Express each month, review each edition prior to printing
Write a welcome letter for newcomer's folder/web page

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:

Time to attend numerous meetings throughout the month
Public Speaking skills/Ability to interact with others/Organizational Skills
Knowledge of OOSC documents/Robert's Rules of Order/Ability to conduct business meetings

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

TIME REQUIRED: 25-50hours/month (depending level of involvement in individual committees)