

**PROGRAMS 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

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

Create Events Calendar for the OOSC year by finding groups and organizations to host monthly functions and distribute to all Board Members

Set the calendar with the O'Club for monthly Board and General Membership meetings

Host monthly function

Inform hosting group, by the middle of the month prior to their function, of responsibilities

Help the hosting group as necessary

Inform Orient Express, webmaster, publicity of event details by the end of the month prior

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:

Organizational Skills

Positive attitude and ability to work with others

Event ideas

Event planning skills

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

TIME REQUIRED: 3-5 hours/month