

**PUBLICITY 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

Attend all OOSC functions, if possible

Responsible for all publicity pertaining to OOSC activities

Recommend coordinating all publicity for Cookie Crunch and Wild West Night

Coordinate monthly with OE and the Webmaster

Review OE monthly before publication

Assist Thrift Shop Chair with advertising ideas/suggestions/outlets/contacts

Advertise through AFN Korea Radio & Television, MiG Alley Flyer, member emails, other media

Create and distribute fliers around Osan Air Base

Attend Spouses' Orientation as requested by the President

Advertise OOSC and answer questions

Have applications available

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:

Power Point or other slide/flyer software

Public speaking skills

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

TIME REQUIRED: 15 - 18 hours/month