

**RESERVATIONS 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

Work with Membership Chair to maintain current roster of members for Evite

Work with Programs Chair to ensure Evite is sent out 2 weeks before OOSC Monthly event.

Attend all OOSC functions, or ensure a representative, to accept payment for function
Arrive early to each month's function to ensure all attendees accounted for
Coordinate with General Fund Treasurer to ensure that bill is paid promptly

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 skills
Basic money management skills
Excel (or other Spreadsheet Software) Experience

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

TIME REQUIRED: 10 hours/month