

**SECRETARY
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 by Monday prior to the board meeting
 - Include all outgoing and incoming correspondence
 - Serve as a voting member

- Attend Executive Board and Budget meetings and prepare report, as necessary
 - Serve as a voting member

- Attend all OOSC functions, if possible

- Take and keep the minutes of all Executive, Governing Board and General Membership meetings
 - File permanent copies in file cabinet at the end of the board year
 - Maintain and update Board Meeting attendance rosters and Board Member contact rosters
 - Forward a copy of all minutes and financial statements to 51 FSS/XXX monthly

- Serve as the purchasing agent and custodian of all OOSC computer and office supplies

- Maintain OOSC bulletin board
 - Post minutes, budgets and Constitution, By-Laws and Standing Rules amendments

- Receive reports from board members
 - Print, hole punch and distribute all reports at board meetings
 - Executive, Honorary officers, Advisors receive minutes and all reports
 - Committee Chairs receive copy of the agenda, the minutes

- Check mail once a week at the O'Club (office) and post office (Box 12072)
 - Open all mail before distributing, direct to appropriate board member
 - Post thank you notes on OOSC bulletin board

- Print and deliver invitations to ROK AF Commander's spouses for activities as determined by President

- 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:

- Note taking, filing skills
- Basic computer skills (Word, attachments)

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

TIME REQUIRED: 10 hours/month