

## **OOSC Special Activities Chairperson OSAN AB, REPUBLIC OF KOREA**

POSITION CONTROL NUMBER: NA

POSITION TITLE: Special Activities Chairperson

AGENCY/ORGANIZATION: Osan Officers' Spouses' Club

UNIT NAME: NA

LOCATION: Osan AB, ROK

TELEPHONE: NA

### **DUTIES AND RESPONSIBILITIES:**

- 1) Serve as a voting member on the Governing board.
- 2) Select a co-chair (or two) to assist you, if desired, preferably someone who is willing to be the chair next year.
- 3) Will attend all OOSC functions, if possible. If not possible to attend the board meetings, designate someone to attend in your place or cast your vote.
- 4) Reports to the 1<sup>st</sup> Vice President.
- 5) Notify the President by Friday evening before the Board meeting of any new business and motions.
- 6) Prepare signed and dated copies of reports for each meeting by sending it to both the Corresponding and Recording Secretaries, no later than 1700L the Monday prior to the Board meeting.
- 7) Be responsible for maintaining a Continuity Binder in accordance with the President's established policy.
- 8) Turn in an End-of-Year Report/After Action Report to the President at your last Board meeting, regardless of time of year.
- 9) Follow any and all job/duty requirements listed in Articles V, VI, VIII, and IX in the Constitution, and Article IV of the Standing Rules, respective to your duty position.
- 10) Determines the interests of membership and then plans and promotes accordingly activities in which membership would like to participate. Activities may include, but are not limited to, the following: Book Club, Bowling Club, Bunco Club, Crud Club, Ladies Weekly Golf, Mah Jongg, Out to Lunch Bunch, Scrapbooking Club.
- 11) Assists with organization and set-up of the Special Activities function toward the beginning of the OOSC board year, traditionally in September. This function has frequently been held in conjunction with the Welcome to Korea function. It showcases existing and potential OOSC special activities to allow new and returning members the opportunity to sign up. Sign-up sheets need to be prepared for this

function (example attached).

12) Provide monthly updates of all activities to the Orient Express editor for publication.

**QUALIFICATION REQUIREMENTS:**

1) Support activity POCs for all special activities.

**MINIMUM COMMITMENT:** 4-5 Hours per month

**POSITION DURATION:** OOSC board year (May- June)

**FIRST LINE SUPERVISOR** 1<sup>st</sup> Vice President

**COMMENTS:** The biggest requirement of Special Activities is the initial function at the beginning of the OSC year. I cannot give specific advice on it since I personally because the chair after the event for this year.