

**THRIFT SHOP 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 2nd Vice President to present in chair's absence
Serve as a voting member

Report to the 2nd Vice President

Attend all OOSC functions, if possible

Liaison between the Thrift Shop and the OOSC Governing Board
Supervise the Thrift Shop Manager
Substitute for the manager when necessary
Volunteer at the Thrift Shop on a regular basis
Write monthly article with the Thrift Shop news for the Orient Express
Receive and review the Thrift Shop bookkeeper's monthly financial report
Submit to OOSC board via monthly board report
Advertise paid/volunteer job openings or submit advertising info to OOSC publicity chair
Chair the Thrift Shop Advisory Board meeting at least quarterly, more often as needed
Copy minutes for OOSC board via that month's board report, TSAB members and notebook

Draft a working budget for following year with manager and bookkeeper to be presented at last TSAB of year

In cooperation with the manager, ensure proper volunteer recognition
Monthly/Quarterly published in OE and posted at Thrift Shop
Arrange appreciation functions using budgeted funds

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 2nd 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

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

TIME REQUIRED: 20 hours/month (including hours volunteering in the Thrift Shop)