

**WAYS AND MEANS 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.

Itemize how much money was made for Ways and Means and Heart's Desire.

How much money was used to purchase the items for sale

List of any checks collected (name, amount and check number)

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

Collect items from other members to be resold at each month's function

Price each item to be resold (usually double what was paid).

Pay for the items collected out of general fund.

Check with the Programs Chair to verify who will purchase Heart's Desire gift

Purchase one with the \$25.00 bank in the heart's desire box.

Attend all OOSC functions, or ensure a representative, to sell Ways and Means items

Arrive early to each month's function and set out all items to be sold

Sell raffle tickets for the Heart's Desire door prize

Sell items only to members and only during each month's function

Redo pricing/mark down for sale items as needed

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

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

TIME REQUIRED: 15 hours/month