

**WEBMASTER  
OSAN OFFICERS' SPOUSES' CLUB  
OSAN AB, REPUBLIC OF KOREA  
MARCH 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

Attend all OOSC functions, if possible

Maintain and manage the OOSC webmail and website through a web hosting website

Comply and submit monthly website updates to Mr. Ok after each month's function

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:**

Basic knowledge of web design

Must be proficient in Word, Excel, Powerpoint, Publisher, and webmail

Good attitude and ability to interact with others

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

**TIME REQUIRED:**              8-10 hours/month