

**WELFARE CHAIRPERSON
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
Include all motions, denied requests, checks delivered and line items paid out
Provide to 2nd Vice President to present in chair's absence
Serve as a voting member

Report to the 2nd 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
Intention to be chair the next year

Attend all OOSC functions, if possible

Chair the monthly Welfare committee
2nd vice president, welfare treasurer, president and an advisor.

Email the board at the beginning of the year with welfare request

Requests should be made via the OOSC Welfare Request form (sample in the welfare notebook)

Unallocated requests are due to Welfare Chairperson three business days prior to the committee meeting
Allocated requests do not require a board vote since they are budgeted items
Review all requests prior to the committee meetings to investigate the merit of the request

Coordinate with Welfare Treasurer on all checks that need to be written
Deliver the checks in a timely manner

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:

Organizational skills/letter writing skills/information tracking/phone skills
Good attitude and ability to interact with others

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

TIME REQUIRED: 10 hours/month