

**WILD WEST NIGHT RANGE BOSS
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

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

Wild West Night is the OOSC major fundraiser. It is a base wide event involving transforming the O'Club into an old west casino and saloon for one evening. The evening includes casino-style games, live entertainment, raffles, live auctions, country store that sells crafted and baked items.

Establish a timeline to accomplish the tasks outlined in the chairperson's binder

Set a date for the event and add the date to Wing and 7AF calendar,

 Reserve event venue, apply for approval for a fund raising activity from Force Support Squadron

Request the Youth Center and CDC to be opened on the evening of WWN for childcare through FSS

Assembles the WWN "Posse" (sub-committee)

Work with Osan leadership, local vendors, Honorary Commanders/Good Neighbors for donations

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:

Organized, outgoing person, able to network with Osan AB, Yongsan and Korean Officials

POSITION DURATION: OOSC board year (June - May)

TIME REQUIRED: 15-25 hours/week (Oct-Nov)
30-40 hours/week (Dec – Jan)