**FIRST VICE PRESIDENT**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2018**

**DUTIES AND RESPONSIBILITIES:**

Attend all Executive Board, General Board, and Budget meetings

 Serve as a voting member

Prepare monthly Board Reports/provide to Secretary by Sunday prior to the General Board meeting

Serve as custodian for all TOSC inventory. Maintain updated inventory spreadsheet

Perform the duties of the President in the President’s absence

Arrange, set up and run TOSC table at Osan Newcomer’s Spouses Briefing (held at the Club) when possible

Collect and maintain Volunteer names and hours for social side (for quarterly appreciation prizes & EOY gift)

Advisor to 7 chairs: Membership, Reservations, Historian, Programs, Member at Large, Special Activities, Ways & Means

 Meet with each chair to begin plans and state the Exec board’s vision for the club for the upcoming year.

 Present Board Reports in absence of the chairperson at monthly board meeting

 Assume chair’s responsibilities, if position is vacant or not available/ or if chair is on leave (this includes the

 monthly social)

Attend meetings of each committee, as called by the chair

Volunteer at Thrift Shop (5 hours per quarter)

Attend all TOSC functions, if possible

Set up for monthly board meeting: arrive 20-30 minutes prior: Set up and take down name plates according to organizational chart.

Manage 1VP email and Dropbox folder; submit SOP updates as needed in accordance with yearly review

Coordinate EOY Board Appreciation Luncheon, purchase board gifts (as determined by the President)

Refer to Parliamentarian as the official interpreter of all TOSC documents and as legal advisor to TOSC

Update the job description and present it to the Parliamentarian NLT 28 January each year

Prepare monthly after-action reports and present to the President NLT 31 Mayeach year

Update/clean out the continuity notebook and present to successor NLT May turnover board meeting **(**Include updated job description and after-action report)

**QUALIFICATION REQUIREMENTS**:

Organization and ability to multi-task

Good attitude and ability to interact well with others

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

**TIME REQUIRED**: 20-30 hours/month (more if chair positions are vacant)