**FIRST VICE PRESIDENT**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JANUARY 2017**

**DUTIES AND RESPONSIBILITIES:**

Attend Executive Board and Budget meetings and prepare monthly reports, as necessary

Serve as a voting member

Attend all governing board meetings (1st Thursday morning each month)

Prepare written monthly reports/provide to Secretary by Monday prior to the board meeting

Serve as a voting member

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

Advisor to Membership, Reservations, Historian, Programs, Publicity, Member at Large, Special Activities,

Ways & Means

Meet with each chair to begin plans for the year

Presents board reports in absence of the chairperson at monthly board meeting

Attend meetings of each committee as called by the chair

Serves as a voting member

Assumes chair’s responsibilities if position is vacant

Set up for monthly board meeting: arrive 20-30 minutes prior, put out nameplates, after meeting take down

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

Parliamentarian is official interpreter of all TOSC documents and legal advisor

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

Prepare an after-action report 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

**QUALIFICATIOIN REQUIREMENTS**:

Organization and ability to multi-task

Good attitude and ability to interact with others

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

**TIME REQUIRED**: 10-20 hours/month (more if chair positions are vacant)