**HISTORIAN**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBILITIES**:

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

Prepare written monthly reports/provide to Secretary by Sunday evening 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

Attend OOSC functions to take pictures of the events

Give photos to Webmaster for display on the TOSC Website

Coordinate with the respective Chairs to get photos of Operation Sweet Treat and Wild West Night

Compile a photo album of the TOSC events that may be used for display

Present to the board NLT the May turnover board meeting

Put an album together for the outgoing President, if the board chooses that in lieu of a gift

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

Prepare an after-action report and present to the President and 1st Vice President NLT 31 Mayeach year

Update/clean out the continuity notebook and present to incoming chair NLT May turnover board meeting

Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**

Have the ability to operate a camera

Knowledge to create a scrapbook

Good attitude and ability to interact with others

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

**TIME REQUIRED:** 6-8 hours/month