**MEMBER AT LARGE**

**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 prior to the board meeting

Provide to 1st Vice President to present in chair’s absence

Serves as a voting member

Report to the 1st Vice President

Attend meetings where information, pertinent to family members stationed at Osan AB, is shared

Base Advisory Council, Integrated Delivery System, First Sergeants’ Council, AAFES/DECA

Advisory Boards, Health Care Consumer Advisory Committee, Child Development Advisory Committee,

Volunteer Advisory Council, Youth Advisory Council, Base Education Planning Advisory Council (BEPAC),

American Red Cross meeting and the Town Hall meetings

Takes notes at each of the meetings and present them in the monthly board report

Brief Welfare Committee of projects that are coming up

Attend additional meetings that may be useful to share with the membership

OAES PTO, OAMS PTO, OAHS PTO

Meetings are usually 1 ½ hours long

Work with TOSC Advisors to get dates of other meetings that might be of importance to attend

Advisors attend several meetings so their advice is of great help

Attend all TOSC functions, if possible

Request updated Job Descriptions from all board members NLT 28 Feb each year

Prepare an after-action report and present to the President NLT 31 May each 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:**

Customer service, note taking, writing skills

Ability to represent interests of others

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

**TIME REQUIRED:** 10-45 hours per month (varies during seasonal activities)