**MEMBERSHIP CHAIR**

**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 include

 Newcomers, Farewells, Guests, Total membership number, total dues collected, and expenses

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

Serve as a voting member

Report to the 1st Vice President

Prior to each monthly General Membership meeting

 Prepare sign in sheets, applications, and copies of directory

 Update nametags, as necessary

Check status of welcome gifts

At the monthly General Membership meeting

 Register new members and collect dues

 Introduce new members and present a welcome gift

 Collect nametags for door prize drawing and assist president with drawing

 Collect nametags at the end of the night in order to alphabetize them for the next function

 Clean up membership table

Maintain the TOSC group email address listing and TOSC board email address listings

Updated listing should be emailed monthly to President, 1VP, 2VP, Programs, Parliamentarian, Publicity,

 Reservations, and Webmaster

Prepare membership directory for publication and delivery in October/November

Coordinate and deliver birth/death/illness gifts to members as specified by guidelines

Send cards of sympathy, concern, etc. at the request of the President

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**:

Exercise discretion with membership information

Great attitude and ability to interact with others

Organization skills/Basic computer skills for publishing membership list and directory

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

**TIME REQUIRED**: 6 hours/month (a little more in the fall months getting the directory published)