**OPERATION SWEET TREAT 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.

 Provide to the 2nd Vice President to present in chair’s absence

Report to the 2nd Vice President

Attend all TOSC functions, if possible

Select a co-chair to assist you if desired

 Represents as voting member only in chair’s absence at board meetings

 Presents monthly report in chair’s absence

 Intention to be chair the next year or at least on the OST Team

Start NLT August

Request for cards needs to go out NLT 1 OCT to be received by 1 NOV

Coordinate with commissary manager for donations from commissary vendors for supplies for baking and for

 ramen, chips, and candy if possible

Coordinate with the 51FW Command Chief who the First Sergeant POC will be for all of TEAM OSAN

Coordinate with 35ADA Command Sergeant Major Brazil until 2016

Coordinate and hold meetings with the entire OST Team to include First Sergeant POC and Volunteer

Coordinator to keep them informed so they can coordinate with the individual unit’s POC’s, they can all use

this connection to get volunteers for the event

Coordinate with Facility Managers for the use of kitchens to bake the cookies if baking with a group

 Enlisted Club

 Officers Club

 Middle School Family Consumer Science room

Coordinate storage of supplies until they are needed

Coordinate with 7AF and 51FW Command Chief on the number of unaccompanied airmen in each organization within Team Osan. “Team Osan” is to include but not limited to 51FW, 7AF units, 607th ASOG, 607th AOC, 694th ISRG, 35th ADA, and 3rd BCD

Update OST Facebook page

Work with Volunteer Coordinator to ensure volunteers are coordinated from different organizations stationed at

 Osan to bake cookies

Distribution of the cookies will be done during the month of December

 First Sergeants will collect them for distribution on Osan AB and to the rest of the TEAM on pen

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

Prepare an after action report and present to the President and 2nd Vice President NLT 31 May each 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:**

Good writing skills

Work well under pressure

Have customer service skills

Good attitude and ability to interact with others

Be able to follow through and communicate with others

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

**TIME REQUIRED**: 50-120 hours/month (during season )