**PRESIDENT**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2018**

**JOB DESCRIPTION:** Function as the over-arching manager of TOSC. Create a vision and goals for the Board year, working with Board members to form an atmosphere of cohesion to achieve the vision. The President functions as a representative of TOSC to build relationships with other Osan organizations. The President is to continually assess the status of the club; member satisfaction, club's public perception and standing, guiding changes and corrections as need be.  Lead the club to create opportunities for members to find fulfillment on personal and philanthropic levels.

 **DUTIES AND RESPONSIBILITIES:**

Write a welcome letter for TOSC web page.

Conduct a joint board meeting with the incoming board in May.

Review and sign Insurance Waiver to Private Orgs Office in September.

Answer emails and phone calls.

With support from the Parliamentarian, conduct all club activities in accordance with the Constitution, By-Laws, Standard Operating Procedures and Robert’s Rules of Order.

Preside at all General Membership monthly events (3rd Thursday of the month), General Board meetings (1st Thursday of the month), Executive Board meetings (Monday prior to General Board meeting).

Work with Secretary to prepare agenda’s for both Executive and General board meetings.

Serve as a non-voting board member during monthly board meetings, unless there is a tie.

Ex-officio to Budget Review Committees, Thrift Shop Advisory Board, Scholarship Committee, Welfare Committee, Constitution and Bylaw Review Committee, Nominating Committee, Wild West Posse, and Operation Sweet Treat.

Maintain a working knowledge of all activities and keep the Honorary Officers and Advisors informed.

Review major expenditures, should be brought up at the Executive board meetings and voted.

Visit new 7AF/CC, 7AF/CV, 51FW/CC, 51FW/CV, 7AF/CCC and 51FW/CCC spouses in their quarters within a week of their arrival. Extend an INVITATION to be Honorary President or Advisor to leadership spouses (refer to Constitution & Bylaws [C&B]).

Coordinate with 1VP to plan welcomes/farewells for Honorary Officers and Advisors (refer to C&B).

Appoint a Parliamentarian.

Appoint Committee Chairs with the approval of the Executive Committee and Senior Advisor.

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

Prepare an after-action report and present to the incoming President NLT 31 May each year.

Update/clean out continuity notebook and present to successor NLT 31 May each year

Volunteer at Thrift Shop (5 hours per quarter)

**QUALIFICATIOIN REQUIREMENTS:**

Time to attend numerous meetings throughout the month.

Public Speaking skills/Ability to interact with others/Organizational Skills.

Working knowledge of base policies and AFI.

Knowledge of TOSC documents/Robert’s Rules of Order/Ability to conduct business meetings.

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

**TIME REQUIRED:** 40-100 Hours a month, depending on committee level.