**PRESIDENT**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2017**

**DUTIES AND RESPONSIBILITIES:**

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, Governing Board, Executive Committee meetings as necessary

Prepare and distribute to Secretary any agenda items for the Governing board meetings (1st Thursday morning each month)

Conduct a joint board meeting with the incoming board in May

Attend and host all General Membership meetings (3rd Thursday each month)

Serve as a non-voting member

Ex-officio to Budget Committees, Thrift Shop Advisory Board, Scholarship Committee, Welfare Committee, Wild West Committee and Operation Sweet Treat

Serve as a voting member in the event of a tie

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

Contact to discuss the agenda/business prior to the board meeting, if necessary

Review major expenditures

Visit new 7AF/CC, 7AF/CV and 51FW/CC spouses in their quarters within a week of their arrival

  Extend an INVITATION to be Honorary or Advisor

Welcome packet with TOSC info

Coordinate with 1VP to plan welcomes/farewells for Honorary Officers and Advisors

Appoint a Parliamentarian and Committee Chairs with the approval of the Executive Committee

Write a welcome letter for newcomer’s folder/web page

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

Prepare an after-action report and present to the incoming President NLT 31 Mayeach year

Reviews and signs Insurance Waiver to Private Orgs Office in September

Update/clean out continuity notebook and present to successor NLT May/June turnover board meeting

Include updated job description and after-action report

**QUALIFICATION 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 involvement