**PROGRAMS CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**MARCH 2015**

**DUTIES AND REPONSIBILITIES:**

Attends the governing board meeting (1st Thursday morning each month)

Prepares a monthly report/provides to Secretary by Sunday prior to board meeting

Provides report to 1st Vice President to present in chair’s absence

Attends all TOSC functions, if possible

Informs the 1st Vice President of all activities and should be the first one approached with questions or issues

Creates the Events Calendar for the TOSC year by finding groups and organizations to host monthly functions,

and distributes to the Board Members

Set the calendar with the clubs for monthly Board Meetings and functions

Board Meetings will be held in the morning of the first Thursday of each month. The Executive Board meets

at 9:00 a.m. followed by the Governing Board at 10:00 a.m. Schedule the facility for half an hour before and

three and a half hours after the Executive Board meeting time (8:30 - 12:00). Refreshments should be

provided by the clubcaterer.

Monthly functions will be held in the morning or evening of the third Thursday of each month, depending on

the hosting groups' preference and facility availability. Make an effort to ensure an equal amount of events

are held in both morning and evening. Schedule the facility for one hour before and three hours after the

function's advertised time.

Informs the hosting groups 6 weeks prior to their function, of their responsibilities

Prepares and offers to help to the hosting groups fulfill those responsibilities to insure a successful event

Informs Reservations and Publicity of upcoming event details by two months prior

Plans and executes events in months with no host group - and/or events hosted by the TOSC Board

Update job description and present to Parliamentarian NLT 28 FEB each year

Prepare an after action report and present to the President and 1st Vice President NLT 31 May each year

Update/clean out continuity notebook and present to incoming chair NLT May turnover board meeting

**QUALIFCATION REQUIREMENTS:**

Organizational Skills

Positive Attitude and ability to work with others

Event planning Skills

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

**TIME REQUIRED:** 20-25 hours per month