**PUBLICITY 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 1st Vice President to present in chair’s absence

Serve as a voting member

Report to the 1st Vice President

Attend all TOSC functions, if possible

Serve as the primary communications link between TOSC and the community

Responsible for all publicity pertaining to TOSC activities

Recommend coordinating all publicity for Operation Sweet Treat and scholarships  

Assist Thrift Shop Chair with advertising ideas/suggestions/outlets/contacts

Develop a positive working relationship with Public Affairs and Studio 51  
  
Advertise through AFN Korea Radio & Television, MiG Alley Flyer, Force Magazine, member emails, as well as social media such as Facebook pages for housing towers, TOSC, Osan AB spouses etc.

Create and distribute fliers, posters and banners around online and Osan Air Base 

Be mindful of the TOSC mission and brand marketing when creating flyers or articles

Create/ update annual marketing plan

Always add disclaimer to all documents

All publicity is approved by President prior to release

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 1st Vice President NLT 31 May each year

Update/clean out continuity notebook with electronic drive and present to successor NLT May turnover board meeting

Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**  

Power Point or other slide/flyer software

Public speaking skills

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

**TIME REQUIRED:**  15 - 18 hours/month