**SECRETARY  
TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2018**

**DUTIES AND RESPONSIBILITIES:**

Attend all Executive Board meetings and the monthly General Board meeting.

Record minutes for the Executive Board Meeting, General Board Meeting, and General Membership

Meetings.

* The Executive Board meets the Monday before the General Board Meeting.
* The General Board meets on 1st Thursday each month.

Volunteer at Thrift Shop (5 hours per quarter)

Maintain copies of reports from board members and store with meeting minutes.

Send a reminder for board reports a week before the meetings.

Prepare monthly reports by Tuesday prior to the general board meeting. Combine and post board reports and the General Board Minutes for review on the TOSC Board page on Facebook.

Maintain and update Board Meeting attendance and Board Member contact rosters.

Forward a copy of all minutes and financial statements to 51 FSS Private Organizations

Quarterly.

Serve as a voting member/Assist with meeting set up tasks.

Maintain office supplies, and ask 1 Vice President to purchase any necessities.

Check mail at the post office as needed; distribute and direct to appropriate board member

Update/clean out continuity notebook and present to successor NLT May turnover board meeting. Include updated job description and after action report.

**QUALIFICATION REQUIREMENTS:**

Note taking, filing skills  
Basic computer skills (Word, attachments)

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

**TIME REQUIRED:** 10 hours/month