**SECRETARY
TEAM OSAN SPOUSES’ CLUB
OSAN AB, REPUBLIC OF KOREA**

**JANUARY 2017**

**DUTIES AND RESPONSIBILITIES:**

Attend all governing board meetings (1st Thursday morning each month)

Prepare written monthly reports by Monday prior to the board meeting

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

Attend Executive Board and Budget meetings and prepare report, as necessary

Take and keep the minutes of all Executive and Governing Board meetings

Send out a reminder for monthly governing board meeting with the minutes for approval

File permanent copies and give to the parliamentarian at the end of the board year

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 and the MSG Commander monthly

Serve as the purchasing agent and custodian of all TOSC computer and office supplies

Post minutes, budgets and Constitution, By-Laws and Standing Rules amendments, as

 necessary

Maintain copies of reports from board members and store with meeting minutes
 President and Secretary receive all reports

 Executive Board, Honorary Officers, Advisors, Committee Chairs receive minutes

Check mail at least once a week at the post office

 Open all mail before distributing and direct to appropriate board member
 Share thank you notes at TOSC board meetings

Update the job description and present it to the Parliamentarian when requested

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

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