**SPECIAL ACTIVITIES CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBLITIES:**

Attend general board meeting (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 on the Governing board

Reports to the 1st Vice President

Attend all TOSC functions, if possible

Determine the interests of membership and then plan and promote special activities accordingly. Activities

 may include, but are not limited to, the following: Book Club, Bowling Club, Bunco Club, Crud Club,

Ladies Weekly Golf, Mah Jongg, Out to Lunch Bunch, Scrapbooking Club, Tennis Club, Quilting Club, Trips, and Gourmet Club. Some activities may not have enough interest from year-to-year. It depends on the membership interest.

Assists with organization and set-up of the Special Activities function toward the beginning of the TOSC

board year, traditionally in September. Have sign-up tables at the monthly social events for Special

Activities

Give info to publicity regarding monthly events to post to the TOSC Members’ Only Facebook Page for each

 month

Actively promote Special Activities and recruit POCs at the first of the year for each Special Activity.

Maintain a list of POCs for each active Special Activity to include phone number and e-mail address. Ensure

POCs maintain a list of members interested in their activity.

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

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

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

 Include updated job description and after-action report

**QUALIFICATIOIN REQUIREMENTS:**

Must be organized

Ability to interact and recruit POCs

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

**TIME REQUIREMENT:** 5-6 hours per month