**WAYS AND MEANS CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBILITES:**

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

Organize Make it, Fake it, Bake it event

 Create awareness among general membership of what items can be donated several months/weeks

 prior to event

 Provide examples of items that are made, baked or created on TOSC Facebook page

 Establish and maintain spreadsheet of donated items
 Work with Programs Chairperson and volunteering squadron
 Set up and clean up on day of event

Create and organize Fall fundraising event if board decides

Price each item to be resold

Pay for the items collected out of general fund

Attend all TOSC functions, or ensure a representative, to sell Ways and Means items

Sell items only to members and only during each month’s function

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 continuity notebook and present to successor NLT May turnover board meeting

 Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS**:

Customer service skills

Basic money management skills

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

**TIME REQUIRED:** 15 hours/month