**WEBMASTER**

**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

Serves as a voting member of the general board

Report to the 1st Vice President

Attend all TOSC functions, if possible

Maintain and manage the TOSC webmail and website through a web hosting website

Complete and submit monthly website updates to 51 FSS after each month’s function

Update Job Descriptions 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 and present to successor NLT May turnover board meeting

 Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**

Basic knowledge of web design

Must be proficient in Word, Excel, Powerpoint, Publisher and webmail

Good attitude and ability to interact with others

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

**TIME REQUIRED:** 8-10 hours per month