

**WILD WEST NIGHT CHAIR
TEAM OSAN SPOUSES' CLUB
OSAN AB, REPUBLIC OF KOREA
FEB 2018**

DUTIES AND RESPONSIBILITIES:

Attends the governing board meeting (1st Thursday morning each month)
Serves as a voting member

Prepares a monthly board report/provides to Secretary by Sunday prior to board meeting
Provide to 2nd Vice President to present in chair's absence

Report to 2nd Vice President

Select a co-chair to assist you, if desired
Represents as voting member only in chair's absence at board meetings
Presents monthly board report in chair's absence

Attend all TOSC functions, if possible

Wild West Night is the TOSC major fundraiser. It is a base-wide event involving transforming the Officers' or Enlisted Club into an old west casino and saloon for one evening. The evening includes casino-style games, live entertainment, raffles, live auctions, and country store that sells crafted and baked items.

Establish a timeline to accomplish the tasks outlined in the chairperson's binder

Update the Wild West Night Facebook page

Work with Publicity Chair to coordinate publicity leading up to the event.
No advertisements may be run prior to approval by FSS.
All publicity must be approved by the President

Set a date for the event and add the date to Wing and 7AF calendar
Reserve event venue
Work with Parliamentarian to apply for approval for a fundraising activity from Force Support Squadron

Complete fundraising paperwork in May or August at the latest

Request the Youth Center and the CDC to be opened on the evening of WWN for childcare through FSS

Assemble the WWN "Posse" (subcommittee)

Work with Osan leadership, local vendors, Honorary Commanders/Good Neighbors for donations

Update job description and present to Parliamentarian NLT 28 Feb each year

Prepare an after action report and present to the President and 2nd 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:

Organized, outgoing person
Able to network with Osan AB, Yongsan and Korean Officials
Experience in event planning

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

TIME REQUIRED: 15-25 hours per week (Oct-Nov); 30-40 hours per week (Dec-event date)