**WILD WEST NIGHT CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND REPONSIBILITIES:**

Attends the governing board meeting (1st Thursday morning each month)

Prepares a monthly report/provides to Secretary by Monday prior to board meeting

 Provide to 2nd Vice President to present in chair’s absence

Serves as a voting member

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 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’ 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

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, apply for approval for a fund raising 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

Assembles 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

**QUALIFCATION REQUIREMENTS:**

Organized, outgoing person

Able to network with Osan AB, Yongsan and Korean Officials

**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)