

**Auction Chairperson
2009-2010**

FUNCTION: The auction chairperson organizes and executes the annual Mountain Home Officers' Spouses' Club (MHOSC) auction. The coordinating officer for this position is the 2nd Vice President.

DUTIES OF THE OFFICE:

- A. Manages the planning and execution of the annual MHOSC auction.
 - 1. Decides, with the incoming MHOSC Executive Board, the type and theme of the MHOSC auction.
 - 2. Sets a date for the auction.
 - a. Gets approval from the Mission Support Group Commander
 - b. Coordinates the scheduling of the auction with the Wing calendar.
- B. Forms committees to assist with the planning and execution of the MHOSC auction:
 - 1. Appoints committee chairs for each committee
 - a. Donation Committee
 - b. Publicity Committee
 - c. Reservations Committee
 - d. Finance Committee
 - e. Decorating Committee
 - f. Any other committees the chairperson feels necessary
 - 2. Requests volunteers at the MHOSC Special Activities function and at other monthly functions as necessary.
- C. Holds planning meetings with auction committee chairs as needed.
- D. Works with MHOSC Executive Board members and various organizations on base and in the local community to help make the auction successful.
- E. Submits ads to the Desert Breeze editor by the monthly deadline to request volunteers and donations for the Auction, as well as distribute information to MHOSC members.
- F. Maintains a current file notebook to be given to the successor of the Auction Chairperson in May which will include:
 - 1. Current constitution/Bylaws/OSC policies.
 - 2. Job description.
 - 3. Detailed Continuity Auction Information.
 - 4. Current budget.
 - 5. Board meeting minutes.
 - 6. Any suggestions, recommendations, or changes for the following year.

DUTIES OF ALL MHOSC BOARD MEMBERS

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
 - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian

Current as of 11/09