

CHILDCARE CHAIRMAN

2009-2010

FUNCTION: Partners with the President for the arrangements of Childcare at OSC Functions and Meetings, and as directed by the President. The coordinating officer for this position is the 2nd Vice President.

DUTIES OF THE OFFICE:

- A. Acts as liaison between the OSC, the Club, and the Childcare providers.
 - 1. Confirms childcare providers for Board Meetings and Functions
 - 2. Makes arrangements and assures the Club has adequate space for childcare.
 - 3. Care is given for a fee.
 - 4. A gift of no more than \$10 may be given as a Thank You to providers.
 - 5. Prior to staffing a new provider, present her with a copy of the "Memorandum of Understanding" and review and answer any questions

- B. Maintains the OSC Guidelines for Childcare
 - 1. Updates and changes as necessary
 - 2. Advertises Guidelines as needed
 - 3. Informs Board of any difficulties
 - 4. Calls parents when care can not be provided

- C. Accounts for childcare used/provided
 - 1. Receives RSVP's of all childcare needed
 - 2. Creates a Sign-Up Sheet for each childcare event
 - a. Provides a copy to the Administrative Treasurer before Provider leaves the premises.
 - b. Maintains a copy in their binder for reference
 - 3. Inventories toys as needed (at least once per year)
 - 4. Ensures necessary supplies are accessible to the provider
 - a. ID Labels
 - b. Price Scale for members
 - c. Payment container
 - d. Baby Wipes
 - e. First Aid Supplies

CHILDCARE GUIDELINES (2007)

- E. The staffing for childcare will be determined by the number of reservations made.

- F. There will be at least 2 providers for OSC functions.

- G. More providers are needed if there are more than 16-20 children.

- H. In total, 1 provider for every 8-12 children, discretion can be given to the providers.

- I. Any member requesting childcare at any function will be responsible for payment to the childcare providers regardless of attendance.

- J. A penalty payment of \$5.00 per child for which a reservation was made but not utilized will be due to the providers.

- K. In regards to board meetings, the OSC will pay the childcare providers a minimum of \$20.00, for any children present.

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
 - d. One copy shall be given to the appropriate overseeing Vice President.
- 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
 - d. One copy shall be given to the appropriate overseeing Vice President.

Current as of February 2010