

CORRESPONDING SECRETARY

2009-2010

FUNCTION: The Corresponding Secretary keeps track of all Mountain Home Officers' Spouses' Club (MHOSC) correspondence. Corresponding Secretary also organizes publicity for the MHOSC both on base and off.

DUTIES OF THE OFFICE:

A. Attends all the Executive Board Meetings.

B. In his/her absence, the Recording Secretary will substitute for the Corresponding Secretary.

The Corresponding Secretary will substitute for the Recording Secretary in his/her absence.

C. Board Meeting Duties

1. Type a roster of the Executive Board members with their phone numbers for all Board members by the September Board meeting.
 - a. Update as needed.
 - b. Provide a copy to the Services Squadron Commander, the Gunfighter Club manager and the Support Group Commander.
2. Notify all Board members of the first Board meeting at President's request.
3. Send a letter to the Gunfighter Club manager listing all dates of future Board meetings for the Board year.
4. Set up the Board meetings the first Tuesday of each month by 9:00AM (unless a date change is made by the Board).
 - a. Call a few days in advance to remind the Gunfighter Club of the upcoming meeting and advise of tables needed.
 - b. Send a letter to the Gunfighter Club manager listing all dates of future Board \ meetings for the entire Board year.
 - c. Arrive one half hour before the Board meeting to arrange place cards and seating according to the seating chart.
 - d. Bring the mail file folder, staplers and 3-hole punch. Make sure coffee, tea, water, cups, etc., are available.

D. Correspondence

1. Sends invitations to Social and Honorary Membership Invitations as directed by President, with Advisors approval.
 - a. Social Members shall consist of the Spouses of
 - i. Mayor of Mountain Home
 - ii. President, Mt. Home Chamber of Commerce
 - iii. Chairman, Military Affairs Committee
 - iv. Member, ACC Commander's Action Support Group
 - v. Governor's Military Liaison
 - vi. As directed
 - b. Honorary Members shall consist of the Spouses of
 - i. 12th Air Force Commander
 - ii. ACC Commander
2. Provides addresses of Honorary and Social Members to Desert Breeze Editor for mailings.
3. Answers all OSC correspondence at the request of the Board members.
4. Sends all thank-you notes on behalf of the OSC. (i.e., guest speakers, contributions, etc.)
5. Maintains a file of all current correspondence.
6. Checks OSC mailbox and cashier's window at the Gunfighter Club once a week.
 - a. Opens all mail to check degree of urgency.
 - b. Sort mail and place in OSC mail file in the Gunfighter Club office

7. There is ONE (1) Post Office Box key.
 - a. In December and June, the Base Post Office will deliver renewal notices, which the Administrative Treasurer pays.
 - b. Change names on the Post Office Box to allow mail to be picked up by the Corresponding Secretary, Recording Secretary, President, and First Vice President.
 - c. Outgoing Corresponding Secretary needs to go to the Post Office at the end of the year to authorize, by signature, the incoming: President, First Vice President, Recording Secretary, and Corresponding Secretary to pick up the MHOSC mail for the new year.
8. Displays any thank-you notes received on the bulletin board in the hallway near the ladies lounge at the Gunfighter Club; pass them around the Board meeting prior to posting.
9. Log all incoming mail on monthly Board report. See past reports for setup.
- E. Maintains office supplies for the OSC and provides these to any Board member upon request:
 1. personalized stationary
 2. standard size envelopes
 3. legal size envelopes
 4. thank-you notes
 5. invitations
 6. place cards
 7. stamps-except for Craft Bazaar and Scholarships who should have their own supplies
- F. Is responsible for MHOSC monthly publicity and Auction publicity.
 1. Coordinates with P.A. to have announcements on front gate light boards for monthly functions
 2. Coordinates with Gunfighter Paper to advertise each monthly function in base paper.
 3. Serves as chair for publicity and invitations for OSC annual Auction.
- H. Is responsible for the maintenance of the OSC records in the storeroom.
- I. Maintains a file notebook to be given to his/her successor in May which will include:
 - a. Current OSC Constitution/Bylaws/Policies
 - b. Current job description
 - c. Corresponding Secretary board reports
 - d. Board meeting minutes
- J. Is responsible for keeping records of all correspondence for the three years proceeding the current fiscal 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 08/09