

## **DESERT BREEZE EDITOR**

2009-2010

**FUNCTION:** Oversees the writing and production of the Mountain Home Officers' Spouses' Club (MHOSC) newsletter, the Desert Breeze. Operates under the office and direction of the President.

### **DUTIES:**

- A. Publishes the Desert Breeze monthly from September-June.
  1. Recruits information for feature articles.
  2. Works with Board members for OSC announcements, calendar events, and special event information.
  3. Edits all written work before submitting to members electronically. As a courtesy, contact the "author" of submissions to discuss any changes/deletions, etc.
  4. Request all information be submitted electronically by the 15<sup>th</sup> of each month to Desert Breeze email account ([oscdesertbreeze@yahoo.com](mailto:oscdesertbreeze@yahoo.com))
  5. The following chairmen should submit monthly information for the newsletter:
    - a. President (President's Pen)
    - b. Special Activities Meetings
    - c. Membership (Birthdays, Anniversaries, Welcomes, Farewells),
    - d. Social (Monthly Function Flyer),
    - e. Programs, and any other events that need to be publicized.
  6. June's issue may be an all-inclusive summer issue (June-August), if desired.
- B. Distribute Desert Breeze
  1. Update general membership roster monthly, using the most up-to-date roster available from the Membership chairperson.
  2. Provide "paper copies" to OSC members who request it.
  3. Email PDF copy of newsletter to all members of OSC before the 1<sup>st</sup> of each month.
  4. Confirm that the Webmaster has a PDF copy of the Desert Breeze to upload to the website.
- C. Collect articles and records of all MHOSC activities and photos.
- D. Maintain Desert Breeze e-mail account ([oscdesertbreeze@yahoo.com](mailto:oscdesertbreeze@yahoo.com))
- E. Maintain file for each month's Desert Breeze. Keep back issues from older issues for new ideas and also from other bases if desired.
- F. Maintains a file notebook to be given to his/her successor in May which will include:
  1. Current OSC Constitution/Bylaws/Policies
  2. Desert Breeze Editor's job description
  3. Desert Breeze Editor's board reports
  4. Board meeting minutes

## **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***