

MEMBER-AT-LARGE
2009-2010

FUNCTION: Represents the OSC Board and general membership while serving as liaison on Wing/Base level advisory councils and committees concerning family matters. The coordinating officer is the President.

DUTIES OF THE OFFICE:

- A. Attends wing/base level advisory councils and committee meetings, to include:
 - 1. Base Advisory Meetings
 - 2. Town Meetings
 - 3. Gunfighters Advisory Council
 - 4. Heartlink
 - 5. Any other committee meetings relating to family matters, which may include:
 - a. Youth/Teen Advisory Council
 - b. Taking Care of Gunfighters
 - c. American Red Cross Meetings
 - d. Parent Advisory Council
 - e. Town Meetings
 - f. Wing Spouses Calls
- B. Concerns/compliments/suggestions/recommendations/opinions of the general membership, if any, will be shared during these forums.
 - 1. All information of interest to the MHOSC will be gathered and reported back to the general membership.
 - 2. When discussing concerns, etc., in any forum, individuals' names will not be used.
 - 3. Member-at-Large will remain nonpartisan and speak for the membership and/or Executive Board.
- F. Report information
 - 1. Keeps the President advised of any specific issues affecting the general membership. (i.e., occasionally OSC will be asked to host/support events during one of the advisory/council meetings)
 - 2. Presents items of "new business" for a vote during Executive Board meetings as needed.
 - 3. Reports the decision of the Board to the appropriate advisory council.
 - 4. Important events will be announced at functions.
- G. Arranges for his/her co-chair, 2nd Vice President or the President to substitute if they are unable to attend any of these meetings.
- H. Submits articles containing highlights of monthly meetings to the Desert Breeze Editor by the established monthly deadline.
- I. Maintains a file notebook to be given to his/her successor in May which will include:
 - 1. Current OSC Constitution/Bylaws/Policies
 - 2. His/her job description
 - 3. His/her board reports
 - 4. Board meeting minutes
 - 5. Minutes of all meetings attended.

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