

MEMBERSHIP/HOSPITALITY CHAIRPERSON
2009-2010

FUNCTION: Maintains and updates Mountain Home Officers' Spouses' Club (MHOSC) membership roster and dues. Also coordinates all hospitality for members. The coordinating officer is the President.

DUTIES OF THE OFFICE:

- A. Writes a Board Report for each Board Meeting to include the following:
 - 1. Count of Deleted Members
 - 2. Added Members
 - 3. Any dues monies collected during the month
 - 4. Upcoming month's list of Birthdays and Anniversaries
 - 5. List of newcomers, guests and farewells of the previous month's meetings
 - 6. Count of notes sent, phone calls made, update of money spent and any other MISC info.
- B. Give Money report to Administrative Treasurer to include the name of member, and amount of dues checks/cash.
- C. Sends out "Get Well" and "Sympathy" Cards and presents Baby Gifts to OSC members/families
- D. Duties at each Monthly Function
 - 1. Set up and Sit at the front table at club 30 minutes prior to social functions.
 - 2. Have a sign up sheet for any Newcomers, Farewells and Guests.
 - 3. Lay out quilt with nametags for MHOSC Board and General Membership.
 - 4. Answer questions, update dues, give out Welcome Packets to any interested person.
 - 5. During Announcements, introduce Newcomers, and Guests. You announce while the President presents each appropriate gift.
 - 6. Introduces Guest and name of member they are visiting with.
 - 7. Introduce departees:
 - a. President gives them a farewell gift.
 - b. Mention where member is moving and what they have done for OSC while here at the base.
 - 8. Collect buttons at end of meeting for next function.
- E. Membership
 - 1. Obtains a current list of Club Card Charges.
 - 2. Compares new list with previous month's listing.
 - a. Verify the omitted names are leaving the OSC and delete them from records.
 - b. Obtain addresses and phone numbers of new members.
 - c. Contact new members for additional information. (i.e. birthday, anniversary)
 - 3. Prepares a monthly listing of all current members for Reservations. Email/Give to her one week before each monthly Function.
 - 4. Edit roster as needed throughout the year.
 - a. ***ROSTERS ARE PROTECTED UNDER THE PRIVACY ACT. THEY SHOULD NOT BE DISTRIBUTED TO MERCHANTS.***
 - b. Arrange for publication and distribution to the general membership via e-mail.
 - c. Mail/deliver a hard copy of roster to the members who request one.
 - 5. Notify *Desert Breeze* Chairperson of all necessary information by the Desert Breeze deadline:
 - a. New member's names and e-mail addresses
 - b. Monthly list of birthdays and anniversaries
 - c. Monthly update to reflect any New Baby info with the OSC member's family names, baby's full name and date of birth.
- F. Roster should include: name, address, phone numbers, spouse's name, rank and squadron, member's birthday and anniversary, children's names and birth month and year. Include dues information in computer file.
- G. Sends cards out to members for the following needs:

1. Any OSC member who is hospitalized or whose immediate family member is hospitalized;
 2. Any births of OSC members to include a gift not to exceed \$5.00
 3. Any death of OSC members, spouse, dependent living in the immediate household.
 - a. A Memorial donation may be sent to the charity of the family's choice OR
 - b. A book may be purchased for the Base Library in memory of the deceased.
 - c. Neither is to exceed \$30.00.
- H. Bookkeeping
1. Gifts
 - a. Maintains accurate records on number of gifts ordered, on hand and availability
 - b. Submits receipts to Administrative Treasurer for reimbursement within the board year with name, date and list of items bought on back of receipt.
 2. Membership
 - a. Submits receipt to Administrative Treasurer for reimbursements again stating above info, monthly.
 3. Complies with Budget
- I. Nametags
1. Sort and arrange all nametags.
 - a. Ensure nametags are out before each function.
 - b. Collect all nametags at the end of each function and maintain them for each function.
 2. Make special nametags for newcomers and visitors and guests.
 3. Keep all nametags up-to-date and make corrections and/or additions as necessary.
- J. Attends annual Nominating Committee
1. Assists committee as needed
 2. Prepares a list for each committee member of all current active members in good standing.
- K. Dues
1. Compile information on dues paid by members.
 2. Update during every month to maintain that all members are in good standing.
- L. Paying Dues directly to the OSC:
1. Members may pay dues directly to OSC for the board year, which covers the period June 1 to May 31.
 - a. If members join at any other time of board year, dues are adjusted for time \ remaining until May 31.
 - b. They may pay by check or cash.
 2. Mail notification on May 1 that payment is due for next board year. Send follow-up letter of membership cancellation if payment is not received.
 3. Send delinquent notice for any payment of dues.
- M. Paying dues on Club credit card system
- a. Verify that members appear on Club/OSC report obtained from finances at Services.
- N. Maintains and distributes Welcome packets to prospective new members.
1. Information will include:
 - a. OSC President Welcome letter
 - b. Special activities listing
 - c. Copy of most current *Desert Breeze*
 - d. Thrift shop information
 - e. Any other general information that is appropriate.
 2. Packets will be sent via e-mail, unless otherwise requested.
- O. 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

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