

SPECIAL ACTIVITIES CHAIRPERSON
2009-2010

FUNCTION: Coordinates all of Mountain Home AFB's Officers' Spouses' Club (MHOSC) Special Activities Clubs with individual points of contact for each activity. The coordinating office is the 2nd Vice President.

DUTIES OF THE OFFICE:

- A. Presents list of all Special Activities for approval to MHOSC Executive Board in September.
- B. Selects a chairperson for as many Special Activities as possible, filling in with substitutes if necessary until a chairperson is found. Try to fill before the Special Activities function.
- C. Coordinates and Hosts Special Activities function.
 - 1. Hosts all the available Special Activities and chairpersons plus any volunteer organizations interested in participating.
 - 2. Compiles and prints a Special Activities information booklet for the function
 - 3. Give remaining copies to the Membership Chairperson for the welcome packages for the new members.
- D. Special Activities:
 - 1. Keeps an updated list of all participants in each activity and checks with Membership Chair to ensure all are OSC members.
 - 2. Keeps an updated list of all bowling officers and an updated copy of the "Bowling Rules" or the OSC bowling league if it is one of the year's activities.
 - 3. Attends as many organizational meetings and special purpose meetings as possible throughout the year.
 - 4. Keeps Thrift Shop operating days free of activities to allow maximum participation.
 - 5. Presents reports on their activities, needs, and/or problems to the Executive Board.
- E. E-mails the Desert Breeze chairperson the monthly schedule of Special Activity events.
- F. Maintains a file notebook to contain the following:
 - 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