

## **OSC Volunteer Coordinator**

2009-2010

**FUNCTION:** Coordinates all volunteer record keeping for OSC members participating in OSC volunteer activities. The coordinating officer for this position is the 1<sup>st</sup> Vice President.

### **DUTIES OF THE OFFICE:**

- A. Nominates exemplary volunteers from the OSC membership.
- B. Contacts the Family Support Center for application forms and deadlines.  
Recommendations should be submitted for:
  - 1. Wing Angel Pins (whenever warranted)
  - 2. Wing Quarterly Awards, Spouse Category
  - 3. Annual Family Support Center volunteer recognition
- C. Maintains accurate records and updates volunteer hours of OSC members for OSC volunteer activities.
  - 1. Collects information from the Executive Board and general membership monthly.
  - 2. Beginning in January, volunteer hours will be kept in one binder only to give full year reference for the volunteer award nominations.
- D. Informs President and Advisors of upcoming Volunteer ceremonies and events.
- E. Serves as OSC representative for base/local recognition programs, meetings, and ceremonies.
- F. Submits monthly articles to Desert Breeze Editor as appropriate.
  - 1. Must be submitted by monthly Desert Breeze deadline.
  - 2. May include photo.

### **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***