

**Web Site Editor
2009-2010**

FUNCTION: Updates the Mountain Home Officers' Spouses' Club (MHOSC) website as needed. The coordinating officer is the President.

DUTIES OF THE OFFICE:

- A. Updates website monthly:
 - a. Monthly social flyer in coordination with each host organization.
 - b. Desert Breeze (PDF)
 - c. Current scholarship information, applications, and related forms.
 - d. Any additional news that needs to be advertised online.
- B. Renews mountainhomeosc.org domain name/web-space annually (or as needed).
- C. Updates MHOSC Board Yahoo Group as needed.
- D. Maintains a file notebook to be given to his/her successor in May which will include:
 - a. Current OSC Constitution/Bylaws/Policies
 - b. Web Site Editor's job description
 - c. Web Site Editor's board reports
 - d. 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