

## **DMOSC Membership Chairperson Job Description ~ 2014-2015**

### General Description:

Keeps accurate data on the DMOSC membership. Must publish an OSC Roster every October and recruit OSC members. Welcomes all newcomers and farewells all outgoing OSC members. Is the DMOSC Goodwill Ambassador. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

### SPECIFIC TASKS:

1. Membership Chairperson attends all Board meetings and all other regular or special meetings of the DMOSC.
2. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
  - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMOSC Board Roster, Monthly Calendar Duties, Job Description, DMOSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all current Membership Monthly Reports (including agendas, minutes, regular board reports and after action reports), Constitution, By-Laws, and Polices & Procedures, blank OSC Expense Vouchers and blank OSC baby-sitting vouchers.
  - b. The Board Notebook holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Membership monthly Board Reports, Minutes, all Membership After Action/End of Year Reports, Budget Proposals (including revised budgets), Membership Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays – anything that is useful to future chairpersons)
3. Submits a monthly written board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month and volunteer hours for on-base and off-base volunteer activities. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.
4. Submits a monthly written report to the Secretary the Monday prior to the board meeting. This can be done via email or by dropping a paper copy in the Secretary's folder in the DMOSC mail box at the Mirage Club or by hand delivering it to the Secretary.
5. Submits the estimated expenditures for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.

6. Keeps an accurate Data Spreadsheet on the DMOSC membership. This includes name, address, spouses' rank, email, status (AD, Ret. Widowed etc), hometown and birthday.
7. If any expenses are incurred, Membership Chairperson submits cashier receipts along with a detailed DMOSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
8. For historical data and continuity of information, Membership Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Senior Advisor. This report details circumstances with your DMOSC business. Basically a summary of the year and what you would do for the next year.
9. Membership Chairman reports directly to the Vice President.
10. Calls the Vice President the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance. Contact the President with these additions and information as well.
11. Notifies the Vice President and keeps the President informed on any problems that might arise.
12. Membership Chairperson will work with the Vice President and President to make any changes to the membership application in May and will submit that membership form to the Publicity Chairperson in May, June, August, September and October to be published.
13. Will ensure that application forms are available at the Mirage Club, Thrift Shop and anywhere else as directed by the DMOSC.
14. Assists in Scholarship and Charity Auction by keeping the membership updated on all events and volunteer opportunities. Works check-in table at the Auction.
15. Will work with President and Vice President over the summer to help with the August Welcome function. This may include special gifts for new members or just ensuring that you have enough help to take applications.
16. After OSC Roster is printed and mailed (or handed) out, will submit changes, additions or deletions to the Publicity chairperson every month for the website.
17. Ensure that all newcomers are greeted each month with a welcome gift, introducing them at monthly functions, also farewelling departures each month; will purchase and maintain an inventory of welcome and farewell gifts, this could also include new baby gifts.
18. Contacts the new chairperson filling the job for next year's board. You must set up a time to meet before the June board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork.
19. Thanks for volunteering this year and have fun!

(Revised March 2015)

