

DMOSC PROGRAMS CHAIRPERSON

Job Description ~ 2014-2015

General Description:

Coordinates and organizes the calendar for monthly events, planning and /or assigning events to different groups or squadrons represented on Board. Planning includes: purchasing door prizes, decorating if needed and planning the menu, working with the club or chosen venue to reserve rooms and finalize details. Working with Membership to coordinate e-mail invites. Working with Reservations to coordinate RSVPs. Working with Publicity chair to design and distribute flier. Is a member of the General Board. Has voting privileges. Attends all Board meetings and functions.

SPECIFIC TASKS:

1. Programs 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 Program Monthly Reports (including agendas, minutes, regular board reports and after action reports), Constitution, By-Laws, and Polices & Procedures and blank OSC Expense Vouchers.
 - b. The Board Notebook holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Programs monthly Board Reports (unless copied word for word into the Minutes), Minutes, all Programs After Action/End of Year Reports, Budget Proposals (including revised budgets), Programs Historical Data (i.e. 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 the monthly written report to the Secretary on the date requested prior to the Board meeting. This can be done via email.
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. If any expenses are incurred, Programs 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.
7. For historical data and continuity of information, Programs 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.
8. Programs Chairperson reports directly to the Vice President and keeps the President informed on any problems that might arise.
9. Programs Chairperson will work with the organizing squadron or Vice President and President to plan the DMOSC functions in the summer. Together, you should reserve dates and sign up groups or squadrons for each monthly event for the coming DMOSC year. If no one signs up for a month then need to reserve entertainment, or program, and menu.
10. The Programs Chair is not responsible for the Scholarship Awards Dinner.
11. The Programs Chair is not responsible for the Charitable Auction.
12. Will submit dates, program, reservation guidelines and any other information to the Publicity Chairperson each month.
13. Will maintain phone numbers, emails, and addresses of all program participants for possible future use and will ensure to inform the Secretary of thank-you cards that are needed.
14. Will coordinate with the Vice President and Reservations Chairperson each month to see how many head tables are needed and will notify when any distinguished guests, honorary DMOSC members, or any other VIP is attending a DMOSC event; *also notifying the Vice President and Membership chairperson of any newcomers attending a DMOSC event.
15. 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. Attend June's Combined Board Meeting where both incoming and outgoing board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June Board meeting.
16. Thanks for volunteering and have a great year!

(Revised March 2015)