

## **DMOSC PUBLICITY CHAIRPERSON**

### **Job Description ~ 2014-2015**

#### General Description:

Maintains the [www.dmosc.org](http://www.dmosc.org) website and Facebook page. Designs social event fliers and other publicity materials as requested. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

#### SPECIFIC TASKS:

1. Publicity Chairperson attends all Board meetings and all other regular or special meetings of the DMOSC.
2. Publicity Chairperson keeps an accurate and organized (digital) notebook with current and past Board year records and designed materials. Board year begins June 1 and ends the following year on May 31.
  - a) The Board (digital) 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 Board 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 (digital) Notebook holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Publicity monthly Board Reports, any advertising contracts/information, 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. Publicity Chairperson submits a board report each month to the Secretary the Monday prior to the board meeting. This can be done via email or by dropping a paper copy in the Recording Secretary's folder in the DMOSC mail box at the Mirage Club or by hand delivering it to the Secretary. 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 advertising income as well.
4. Publicity Chairperson submits the estimated expenditures and income for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
5. If any expenses are incurred, Publicity 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.
6. For historical data and continuity of information, Publicity Chairman 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.
  7. Publicity Chairperson reports directly to the Secretary and keeps both the President and Vice President informed on any problems that might arise.
  8. Publicity Chairperson calls the Secretary the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance and contacts the President with these additions and information as well.
  9. Website: Publicity Chairperson will work closely with all board members to ensure that the website has timely and current information for the membership.
    - a) At least once a month (August-June), the website needs to be updated. Updates include (at a minimum): Function information, menu, cost of function, Reservation information, board member roster, President's article, special events, Thrift Shop information, and Retired Spouses information.
    - b) Website updates must also be made, as needed, for emergency issues.
    - c) Website can, but is not required to, contain photos taken by members or Publicity Chairperson, at events.
    - d) DMOSC website domain name and yearly fees to the web server must also be maintained.
  10. Facebook Page: Publicity Chairperson will work closely with all board members to ensure that the Facebook Page has timely and current information for the membership.
    - a) Facebook page shall include, but is not limited to, updated event information, timely calls to action and pertinent requests.
    - b) Facebook page can, but is not required to, contain photos taken by members or Publicity Chairperson, at events.
    - c) Monitors Facebook Page for inappropriate content to include posts from members advertising services and businesses not related to official DMOSC business.
  11. With assistance from the Secretary and/or the Membership Chairperson, Publicity Chairperson handles all DMOSC publicity—which may include: information printed in base newspaper, fliers and/or posters, any other publicity deemed necessary.
  12. Reviews and revises job description if necessary in January. Submits revised job description to the Parliamentarian upon request. Please note on your job description the year it was reviewed or revised.

13. Contacts the new chairperson filling the job for next year's Board before the June Board meeting. Explains the procedures of your job thoroughly and turn over all books and paperwork. Attends 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.

(Revised March 2015)