

DMOSC RESERVATIONS CHAIRPERSON

Job Description ~ 2014-2015

General Job Description:

Take all DMOSC reservations for monthly and special functions. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Reservations 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 if needed), all current Program Monthly Reports (including agendas, minutes, regular board reports and after action reports), Constitution, By-Laws, and Policies & 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: Programs monthly Board Reports, 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 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. Reservations Chairperson reports directly to the Vice President and keeps the President informed on any problems that might arise.
6. 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.
7. If any expenses are incurred, Reservations 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 in #3.

8. For historical data and continuity of information, Reservations 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.
9. Reservations Chair is not responsible for the Scholarship Awards Dinner in April.
10. Reservations Chair is not responsible for the Gala event in February.
11. Will submit dates, reservation guidelines and any other information to the Publicity Chairperson each month.
12. Will coordinate with the Vice President and Programs 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 Vice President and Membership chairperson of any newcomers attending a DMOSC event.
13. Will take all DMOSC reservations to include permanent reservations.
14. Will attend every function and take payment for all reservations, including contacting and charging all no-shows for their reservations. (If unable to attend an event will provide someone to take payments for event) Provide nametags for all guests.
15. Will submit final count to the Mirage Cub within deadline established by the Club and submit payment to the Club in a timely manner for each event/function. Will advise Program chairperson of final count.
16. 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.
17. Contacts the 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.
18. Thank you for volunteering your time and have a terrific year!

(Revised March 2015)