

**DMOSC RETIRED SPOUSES CHAIRPERSON**  
**Job Description ~ 2014-2015**

General Description:

Is the liaison between the Retired Spouses' Club and the DMOSC. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Retired Spouses 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 Board Monthly Reports (including agendas, minutes, regular board reports and after action reports), Constitution, By-Laws, and Policies & 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: Retired Spouses monthly Board Reports, DMOSC Volunteer hours, Minutes, all Programs After Action/End of Year Reports, Budget Proposals (including revised budgets), Retired Spouses Historical Data (i.e. list of regular contacts for reoccurring events or services, pictures of decorations or displays – anything that is useful to future chairpersons)
3. Submits a monthly written board 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.
4. 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.
5. For historical data and continuity of information, Retired Spouses 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.
6. Retired Spouses Chairperson reports directly to the President and Vice President.

7. 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.
8. Notifies the Vice President and keeps the President informed on any problems that might arise.
9. Retired Spouses Chairperson will keep the DMOSC informed on the Retired Spouses' Club.
10. Retired Spouses Chairperson will keep the Retired Spouses informed on all DMOSC activities and be the point of contact for DMOSC board members to relay sign-ups, request donations, or pass information to the Retired Spouses' Club.
11. Submits information about the monthly Retired Spouses meetings to the Publicity chairperson for publication on the website to the membership.
12. ROSC members are to receive invitations to the Charity Auction each time it is held.

This is done by a rep from ROSC

(Revised March 2015)