

SOCIAL CHAIRPERSON

Job Description

The Programs/Social chairperson is appointed by the Tinker Officer's Spouses' Organization President and operates under the Second Vice President. Acts as coordinator with the hosting organization and Tinker Club to give them the needed tools and information to host OSC monthly functions.

COORDINATING OFFICER:

The Second Vice-President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursement will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the Second Vice-President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Maintains current checklist for hosting OSC function, menu and program ideas and list of inventories for use in decorating.
5. Notify hosting organization in advance of their upcoming function, of their responsibilities for that specific function and gives checklist to the point of contact. This should be done no later than two months before function. Provide them with program ideas if needed. Keep in touch to make sure all items are taken care of and be ready to support and help when needed. Acquire copy of contract at least one month prior to function.
6. Make sure all items are covered on contract to include menu, price and chef salad option, table set up, linen colors, honor bar etc. Set prices for meals rounding up in increments of 25cents. Make sure to check all pages of contract for additional charges that need to be added into the price. Give meal prices to publicity chair and check to see if any additional information for upcoming flyers and publications is needed. Get a copy of the contract to operational treasurer with the meal amounts that are to be charged on it.
7. Meets with the President, 1st Vice, 2nd Vice and Advisors in January to plan a tentative schedule for the following board year. Secures dates and times for events with Tinker Club.
8. Oversees with President during May function a drawing/sign-up for the next year's hosting schedule;
9. All major groups will be represented
 - a. 3rd CCG
 - b. 552 AACS Wing
 - c. OC-ALC
 - d. STRATCOM Wing One
 - e. 72nd Air Base Wing
 - f. Retired Officer's Wives' Group
 - g. OSC Board of Governors
 - h. Groups and squadrons may share functions as needed.
 - i. Drawings/sign-ups will be held.

- j. Record and report the results at the next board meeting.
- 10. Establish a roster, to be distributed to the Club and Board, of the year's functions, host units and start time.
- 11. Assists 2nd Vice President in planning official receptions for the OSC Board
- 12. Advisors and dignitaries as specified by the Honorary President.
- 13. Makes place cards and does seating arrangements at the head table for each Function (if requested by the Advisors/President).
 - a. Honorary President
 - b. Honorary Vice-President
 - c. President
 - d. 1st Vice-President
 - e. Programs/Social Chairman
 - f. Guest Speaker
 - g. Honorary or Social Members
 - h. Host of monthly function
 - i. Guest of Advisors
 - j. Person sharing "Thought of the Day"
- 14. When spaces area available, fill in with the following:
 - a. 2nd Vice-President
 - b. Any Elected Board Member
 - c. Any Executive Board member
- 15. Obtains Chimes from Club and announces end of social time (when requested).
- 16. Coordinates with Second Vice and President to select and confirm dates and times for the next years OSC monthly functions.
- 17. Inform hosting organization of month they are to host and to supply with necessary checklists and support as needed.

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in his/her absence; including: attend all board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

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