

## **SPECIAL ACTIVITIES**

### JOB DESCRIPTION

The Tinker Officers' Spouses' Club President appoints the Special Activities chairperson. The chairperson shall assist the various chairpersons of the individual special activities groups; act as their representative on the OSC Board; and provide each OSC member with information concerning all the special activities groups that are available.

### **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 reimbursements 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. Represent the following activities: Antiques, Bowling, Duplicate Bridge, Gourmet, Mahjongg, Bunko, and any other activities organized by the membership.
5. Keep the time and date of each activity current on the *Smoke Signal* calendar, and include news for the *Smoke Signal*. Submit articles for publication to the *Smoke Signal* according to the assigned deadline. The editor will not be held responsible for members who fail to follow the guidelines or meet the deadline.
6. Prior to the beginning of fall activities, contact activity chairpersons. Make sure all participating members are dues paying members of the OSC, by verifying membership with the OSC Membership chairperson.
7. Keep in close contact with activity chairpersons and make announcements for them at monthly activities and Board meetings, if requested.
8. Be informed of the desires of the General Membership and offer classes and workshops of interest to them. Make arrangements and set them up when enough people sign up for the new activities.
9. Coordinate with the Programs chairperson to set up the August (3rd Wed) Special Activities/Open House Coffee. The Special Activities chairperson is the chairman for this coffee. This is the time that the General Membership and newcomers will sign up to participate with various activities.
10. Obtain budgets, with an itemized list of expected expenses, from each activity chairperson prior to the budget meeting (March) for the following year's activities (three copies).

11. Provide a copy of Section E, Items 1-3, in the OSC Board of Governors' Policies to each Special Activities Group Chairperson. As these guidelines are reviewed yearly, be certain that the chairpersons are well informed about participating guidelines and funding procedures at the beginning of their term as chairpersons. Instruct them that receipts and accompanying vouchers must show itemized products purchased. A receipt, which is not itemized, with only the amount spent, is unacceptable.
12. Section E, Item 3 (f-j), of the OSC Board of Governors' Policies includes the proper procedure for submitting receipts for reimbursement to the Administrative Treasurer. You may request the amount of funds allocated in the budget for this activity; however, receipts must be properly submitted when the funds are spent.

**DUTIES OF THE ASSISTANT CHAIRPERSON:**

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

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