

Historian

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Maintain a historical file of the OSC year.
3. Organize and update scrapbooks for the OSC President and Honorary President.
4. Upload photos to OSC website the day after any OSC event.
5. Assume any duties deemed necessary by the President.
6. Maintain the up-keep and accountability of the old scrapbook collection.
7. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Hospitality

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Purchase all opportunity prizes for each luncheon.
3. Conduct sales of raffle tickets at all OSC events and ensure that all monies are counted and turned over to the Treasurer prior to leaving the event.
4. Assume any duties deemed necessary by the President.
5. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Social

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Establish Sub-Clubs.
3. Ensure all Sub-Club Members are OSC Members.
4. Appoint Sub-Club chair for each Sub-Club group.
5. Meet with the Sub-Club chairs to establish dates, locations, and times for all Sub-Club meetings. If there is no Sub-Club chair, make those decisions.
6. Re-evaluate Sub-Clubs for a lack of interest to determine if it should be terminated.
7. Ensure all Sub-Club information is given to publicity for the website.
8. Assume any duties deemed necessary by the President.
9. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Membership

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.

2. Collect all Membership applications and dues and maintain a current Membership file.
3. Maintain a current Membership list and provide reservation chairperson with an updated member list within 24 hours of sign-up, to ensure new members receive invitations for the next luncheon.
4. Bring OSC membership forms to all OSC functions.
5. Review OSC membership form at the beginning of the OSC year, June, and report any changes to the publicity chair.
6. Provide updated roster to the President and Reservations chair.
7. Provide updated membership numbers at monthly OSC meetings.
8. Publish Membership roster for distribution to the General Membership.
9. Order OSC club pins for new members and present pins to new Members at the Fall Sign-up.
10. Select a token of appreciation for the President from the General Membership to be presented at the May function.
11. Assume any duties deemed necessary by the President.
12. Recommend the Membership fees to the Governing Board at the June Governing Board Meeting.
13. Design and distribute Membership forms with updated information.
14. Mail out *Little Black Book* to the General Membership by the first week in December and all addendums by the first week of March.
15. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Publicity

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Must be computer literate.
3. Responsible for all publicity for the organization, including newspapers, posters, signs, banners, and fliers for coffee groups.
4. Assume responsibilities as Website Coordinator and provide information to the Webmaster for posting on the OSC website.
5. Assume any duties deemed necessary by the President.
6. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Reservations

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Report reservations to the point of contact for given OSC events.
3. Responsible for luncheon sign-in and collection of monies and must ensure monies are counted and given to the Treasurer or their designee before leaving the event.

4. Responsible for collection of monies due from non-cancelled cash reservations.
5. Assume any duties deemed necessary by the President.
6. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Ways and Means

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Procure items of interest to the Membership to be sold at all General Membership Meetings and OSC functions.
3. Attend Budget Review Meeting in January.
4. Maintain a record of inventory of items for sale.
5. Must be bonded.
6. Responsible for finding vendors and collecting vendors' money at each luncheon.
7. Ensure monies are counted and given to the Treasurer within 7 days of an event.
8. May not enter into a contract or legal obligation for the forthcoming Board year.
9. Assume any duties deemed necessary by the President.
10. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Welfare

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Research and evaluate all requests received by the Board for monetary donations.
3. Chair the annual Welfare Meeting, consisting of the President, Advisor, Treasurer, Honorary President, if she so chooses, four other General Membership Member and one Honorary Member.
4. Assume any duties deemed necessary by the President.
5. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Scholarships

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Research and evaluate all scholarship applications received by the Board.
3. Chair the annual Scholarship Committee Meeting, consisting of the President, Advisor, Treasurer, Honorary President and five other General Membership Members.
4. Turn over a recipient list to the Treasurer immediately after the Scholarship Committee Meeting.

5. Coordinate and execute the May luncheon with the Parliamentarian.
6. Assume any duties deemed necessary by the President.
7. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Fundraising

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. May be a Co-chair position but shall count as one voting Member of the Governing Board.
3. Organize and coordinate the Fall Fundraiser (Craft Fair) and Spring Fundraiser (to be decided by the Governing Board).
4. Appoint a Committee for each fundraising event.
5. Deposit monies with the Treasurer within 7 days upon receipt.
6. Ensure compliance with Ft. Drum's fundraising rules and regulation.
7. May not enter into a contract or legal obligation for the forthcoming Board year.
8. Assume any duties deemed necessary by the President.
9. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

Volunteers/Donations

1. Attend all Governing Board Meetings, General Membership Meetings and OSC functions.
2. Recruit and organize with the First Vice-President all volunteers for special functions, including Mountainfest, Welcome Party, International Food Festival, Holiday Party, and any other special function that the First Vice-President or President deems necessary.
3. Recruit and organize with the Fundraiser Chair(s) all volunteers for their events.
4. Assume any duties deemed necessary by the President.
5. Submit a monthly report of all income and expenses related to their position and maintain an updated Board notebook.

