

Maxwell-Gunter Officers' Spouses' Club

1st Vice President

Job Description

(Reports to President)

- Read and comply with MGOSC Expectations for All Board Members
- Act as assistant to the President and perform such duties as may be delegated by the President
- Perform the duties of the President or 2nd Vice-President in his/her absence
- Supervise and maintain job descriptions for the following committees:
 - Membership Chair
 - Programs Chair
 - Reservations Chair
 - Ways & Means Chair
 - Special Activities Chair
 - Historian
 - Social Media Chair
 - Any other committees requested by the President
- Coordinate Hail & Farewell functions for the OSC Advisors and President with the Honorary President
- Purchase Board Appreciation Gifts. Organize mid-year Board Appreciation event. Purchase welcome gifts for General Officer spouses and arrange delivery of welcome gift.
- Co-sign checks for the Administrative Account, as needed.
- Maintain loan closet and inventory (recommended you do an inventory when you assume the position and middle of the term).
- Maintain Key Inventory: one to President, one to Programs, one to 1st Vice President.