

Maxwell-Gunter Officers' Spouses' Club

Special Activities

Job Description

(Reports to 1st Vice President)

- Read and comply with MGOSC Expectations for All Board Members
- CC 1st Vice President on all e-mail correspondence.
- Assist the Programs Chair with the August Special Activities Social.
 - Contact “vendors” (e.g., dentists, salons, gyms, on-base providers) for attendance
 - Planning begins in June
- Create sign-up sheets for the Special Activities social.
- After Special Activities social:
 - Collect sign-up sheets and make copies to keep in continuity book
 - Contact those who have volunteered to be Point of Contact (POC) for activity groups
 - Recruit any other POCs as needed
 - Turn over sign-up sheets to POC's
 - Verify membership status of all special activity participants
 - Send list of POC's to Briefing editor
- Make monthly contact with POC's to ensure special activity is active and operating smoothly. Remind POC of newsletter deadline.
- Attend at least one session of each Special Activity during year
- Inventory includes 3 Mah Jongg sets and one Bunco set.