

Maxwell-Gunter Officers' Spouses' Club
Parliamentarian
Job Description

Reports to the President

- Read and comply with MGOSC Expectations for All Board Members
- Advise the President, Board and Members on points of order and proper procedure according to Robert's Rules of Order, Newly Revised version
- During Board Meetings, Parliamentarian can neither vote nor participate in discussion
- Attend Charitable Committee, Thrift Shop Board and Budget meetings as a non-voting member. Attend other committee meetings as required in Constitution and By-Laws.
- Serve as Chair of the Nominating Committee and Election Committee
- Arrange for the installation of elected Executive Board
- Ensure the Constitution and By-Laws are reviewed every year and chair committee if changes are needed. Gives both documents to 42nd FSS every two years for legal review and approval
- Present changes in the Constitution and By-Laws to the Board for approval and the general membership for a vote
- Count and record votes during Board or Membership meetings
- Conduct telephone/email votes when requested by the President
- Serve as a liaison between the MGOSC and the Legal Office/Services when necessary
- Keep a current copy of all job descriptions in a separate notebook and bring to all Board meetings
- At May change-over meeting of Board members, collect binders from current Board members if position is unfilled