**PARLIAMENTARIAN**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2018**

**Job Description:** Advise President and Board Members regarding Robert’s Rules of Order and Osan AB policies, including AFIs, Fundraising Requests, TOSC’s Constitution & Bylaws, and TOSC’s Standard Operating Procedures. Co-chair meetings with President; work with President and Secretary to finalize Executive and General Board Meeting Agendas. Work closely with Legal and Private Organization Offices to ensure TOSC’s compliance with AFIs. Utilize Robert’s Rules of Order to conduct important business related to the approval of Club documents, nomination of new Executive Board Members, and all other items requiring board and / or member approval.

**DUTIES AND RESPONSIBILITIES:**

Attend all Executive Board meetings (Monday prior to General Board Meeting)

Attend all General Board meetings (1st Thursday morning each month)

Volunteer at Thrift Shop (5 hours per quarter)

Prepare written monthly Board Reports due to the Secretary the Sunday prior to the General Board meeting

Serve as a non-voting member on both the General and Executive Board Meetings; serve as a voting member at Membership Meetings.

Hold votes for items related TOSC business, including, but not limited to, amendments to the Constitution and Bylaws, approval of yearly budgets, nominations for the Executive Board.

Take an email vote only if absolutely necessary

Attend the Budget Review meetings, as necessary

* Serve as a voting member

Attend all TOSC functions, if possible

* Help organize and run Membership Meetings (business portion of Social)

Advise the Executive Board, General Board, and Membership of correct parliamentary procedures; act as legal officer/interpreter of procedures.

* Work with Legal and Private Organization Office to ensure that the club is in line with the AFI

Chair the Nominating Committee and supervise elections and recall petitions

Complete, submit, and forward Fundraiser Request form for Wild West Night through Private Organization Office and Legal.

Attend Welfare and Wild West Night meetings, as necessary.

Chair the Constitution, By-Laws and Standard Operating Procedures Review Committee

Forward Constitution and By-Laws through legal chain to be approved (every two years)

Review Standard Operating Procedures each year; present to General Board for approval

Act as Custodian of the Constitution, By-Laws, Standard Operating Procedures, Parliamentary

 Procedures, Job Descriptions and other governing guidelines

Request updated Job Descriptions from all board members to be submitted NLT 28 Feb each

 year and provide to Webmaster and AFRC by mid-April for posting

Prepare an after-action report and present to the President NLT 31 May each year.

Update/clean out Dropbox folders and Continuity Binder and present to successor NLT May turnover

 board meeting

* Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**

Organizational, Writing, Editing skills

Some public speaking

Basic parliamentary knowledge

**POSITION DURATION:** TOSC board year (1 June – 31 May)

**TIME REQUIRED:** 10-25 hours/month depending on the extensiveness of the Constitution/By-Law Review and Nomination process. Most months require only board meetings and preparing monthly reports.