**PARLIAMENTARIAN**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBILITIES:**

Attend all governing board meetings (1st Thursday morning each month)

Prepare written monthly reports/provide to Secretary by Sunday prior to the board meeting

 Serve as a non-voting member

 Take an email vote only if absolutely necessary

Attend Executive Board meetings and prepare monthly reports, as necessary

 Serve as a non-voting member

 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

Advise the Executive Board, Governing Board and Membership of correct parliamentary procedures

Act as legal officer/interpreter of procedures

Chair the nominating committee and supervise elections and recall petitions

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

Forward Constitution and By-Laws through legal chain to be approved

Custodian of the TOSC Executive Files

 Current copies of the Constitution, By-Laws, Standard Operating Procedures, Parliamentary

 Procedures, Job Descriptions and other governing guidelines

Update/clean out and present to successor NLT May turnover board meeting

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

 year

 Provide to Webmaster by mid-April for posting

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

Update/clean out the continuity notebook 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:** 5-20 hours/month depending how extensive Constitution/By-Law Review and Nomination process. Most months require only board meetings and preparing monthly reports.