

PARLIAMENTARIAN
Job Description
2015-2016

Advises the President, Executive Board, and the General Membership of correct parliamentary rules and procedures. Supervises nominations and elections. Conducts installation of new officers as the Installing Officer. Attends all Board Meetings and functions. Serves on the Executive Board. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
4. Creates roster of Executive Board Members which is submitted to 1SOFSS/FSR.
5. Keep Executive Board positions filled – conducting elections when necessary (Refer to the HSC Constitution, HSC By-Laws, and Robert's Rules of Order).
6. Possess a correct and up-to-date copy of the Constitution, By-Laws, and Operating Policies during Executive Board, Regular Board, General Membership (luncheons), and any Special meetings. Furnish copies to the membership as required.
7. Advises President, Executive Board and the General Membership of the parliamentary rules and procedures to be followed according to Robert's Rules of Order.
8. Familiarizes herself with the Constitution, By-Laws, and Operating Policies of the HSC and be available to answer questions or settle disputes from any member of the membership. Ensure action taken by the Executive Board and General Membership Meeting is in accordance with the Constitution, By-Laws, and Operating Policies.
9. Assists the President ensure the meetings run smoothly and orderly and according to the Agenda (refer to Robert's Rules of Order).
10. Conducts votes at Board and General Meetings or by phone or e-mail. Indicates to President whether or not a motion is accepted or rejected. Note: Motions must be submitted in writing and given to the Secretary. (Refer to the HSC Constitution, HSC By-Laws, and Robert's Rules of Order).
11. Supervises the nomination of new officers in accordance with the HSC Constitution, HSC By-Laws, and Robert's Rules of Order. Forms and acts as Chair of the Nominating Committee.
12. Supervises the election of new officers in accordance with the HSC Constitution, HSC By-Laws, and Robert's Rules of Order and any other procedure necessary to the successful conclusion and presentation of the newly elected officers (counting ballots, announcing

newly elected, announcements in newsletter, etc.). The Parliamentarian shall supervise any recall petition.

13. Serves as the Installing Officer for newly elected officers.
14. Supervises the review of Job Descriptions for the Board.
15. Is the Chairperson of the annual review of the HSC Constitution, By-Laws, and Operating Policies at the start of the Board Year in June. Makes revisions and posts for Board General Membership review 30 days prior to the first event of the year in August. Revisions must be approved by the Board prior to the General Membership. Submits Board and General Membership approved documents to 1SOFFS/FSR.
16. Is a member of the Budget Committee and attends the Budget Proposal and the Budget Review Meetings.
17. Is a member of the Thrift Shop Advisory Committee.
18. Submits a monthly written report via e-mail to the Secretary by 12:00pm Friday before the Board meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board members. Report should include details of activities for the month. It also lists all income and expenses for the month.
19. Contacts the President by 5 PM Monday before the Board meeting with items you wish to place on the agenda.
20. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound or on the website.
21. If any expenditure is incurred, Parliamentarian submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
22. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the budget meeting.
23. For historical data and continuity of information, Parliamentarian also submits a separate "After Action Report" to the President and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. Nominating Committee, Constitution/By-law/Operating Policies changes, any special information that would make future projects easier).
24. Reviews and revises job description by the December Board Meeting.
25. Serves in any other capacity as delegated by the President.
26. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board

Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentary Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.

b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).

27. Distributes the general information Board members need to help keep their notebooks in order (i.e. Table of Contents, Constitution, By-Laws, Operating Policies, etc.).
28. Contacts the chairperson filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
29. Thank you for volunteering and have a great year!

(Revised 02/16)

Parliamentarian Monthly Calendar of Duties

June

Create roster of Executive Board Members including e-mail addresses and phone numbers.
Distribute to our contact at 1SOFSS.

Board report

August

Board report

September

Board report

October

Board report

November

Board report

December

Board report

Form Nominating Committee – 2 advisors and at least 2 members (Board or regular)

Collect Job Description Reviews from all Board Members. Begin annual review.

January

Board report

Survey Board Members to determine what positions need to be filled for the upcoming year.

Announce Nominating Committee members to Board and General Membership.

Create form for members to fill out if they desire to be a nominee. Include name, contact info, military spouse info (favorite bases/assignments), family info, personal statement.

Have copies of “Board Position Capsules” on tables at Luncheon so members are aware of what each position entails.

Nominating Committee meets to discuss Board Members and positions for next year. After names are discussed, call to ask if they are interested and if there are any specific positions in which they are interested.

Disburse reviewed/revise Job Descriptions to Board Members.

February

Board report

Nominating Committee continues to meet, communicate with nominated and proposed appointed Board Members, and fill positions for upcoming Board year. As nominees fill out form, they should meet with the Nominating Committee for a review of their form. Decisions by nominees to withdraw from the election should be communicated in writing.

March

Board report

Send e-mail to appointed Board members confirming their position and making them aware of timeline (nominations, voting, list reviewed and released by new President).

Announce nominees for elected Board positions at the Board Meeting and at the Luncheon; tell how to get absentee ballots.

Confirm nominated members will attend March Luncheon for introduction.

Take Nominations during meeting/luncheon. Have copies of brief job descriptions available.

If you have more than one nominee for any positions, give all nominees the opportunity to write a personal statement which will be e-mailed to membership.

Send voting reminder to membership by e-mail; let them know how to get absentee ballot.

April

Board report

Send voting reminder e-mail to membership; tell how to get absentee ballots.

Print ballots.

Distribute absentee ballots as requested; be sure to have some at Board meeting.

Elections – voting for 1 ½ hours (10:15am – 11:45am); counted by Nominating Committee.

Have nominees' personal statements available at the luncheon so people can review them if desired.

Create roster for incoming Board to pass to President.

New President gets list of proposed appointed Board Members from Nominating Committee (and their contact information). When ready, you or incoming President should send an e-mail to membership with list of upcoming Board Members.

Send e-mail to current Board Members with list and documents that should be in their binder. Also e-mail contact information for each position to outgoing and incoming Board Members and encourage them to meet before May Board Meeting.

May

Board report

Review Installation Ceremony script; edit as needed.

Purchase a small gift for each Executive Committee officer to be installed. Each is "assigned" a color with ribbon of that color attached. Thrift Shop has the ribbons.

The same gavel is used for the incoming President; it's presented to the new President by the Honorary Presidents.

E-mail list of incoming Executive Board Members to FSS representative.

(Revised 02/16)