

Parliamentarian Job Description

The Parliamentarian is appointed by the President and advises the President, as requested, on interpretation of the Constitution and Bylaws as well as the application of Robert's Rules of Order to the conduct of ROSC business.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, luncheons, socials and all other ROSC sponsored functions
- Informs the President if unable to attend a Board Meeting
- Prepares a written report summarizing what happened during the month, including monthly expenses
- Maintains a notebook as outlined in the Board Procedures
- Maintains copy of Parliamentarian board reports for two years.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. Acts as a non-voting member of the Executive Board, counts the votes on motions; coordinates and tallies e-votes.
2. Must read and be familiar with the ROSC Constitution and Bylaws and recognize if it is an update year (regular updates to the Constitution and Bylaws occur every two years).
3. Must be familiar with Robert's Rules of Order to be applied to the conduct of all ROSC business (ROSC Board meetings, Committee meetings, General Membership meetings, etc.).
4. Assist the President and Committee Chairs with the proper conduct of meetings to ensure rules of order are followed and debate and decisions are made in an effective manner.
5. Serves as a member of all Committees or as established in the ROSC Bylaws
6. Maintains current Constitution and Bylaws; maintains Constitution and Bylaws changes and ensures that job descriptions comply.
7. Serves as Chair of the Nomination Committee, Constitution Committee, and the Job Description Committee.
8. As the Nomination Committee Chair, ensures the Executive Board Nomination Forms and the Committee Chair application forms are current and make any updates as needed. Via the Membership Chair, sends out messages to ROSC members about upcoming elections and calling for applications and nomination forms. Messages about submitting applications and nomination forms should start to go out in February.
9. As the Constitution Committee Chair, during the years in the two-year cycle a Constitution and Bylaws update is required, schedules meetings between January and March to make updates to the ROSC Constitution and Bylaws. During the meetings,

type updates with markups showing so that the changes are clear. Create marked up copies of the Constitution and Bylaws for Board review and vote as well as General Membership review and vote.

10. As the Constitution Committee Chair, if any amendments to the Constitution and/or Bylaws is required during an "off year" from the required update, convene a Constitution Committee Meeting to discuss and decide on any changes and follow the markup process described in #7 above.
11. Obtains approval from the Board and membership of all proposed Constitution and By-laws changes through Board vote, posting of the Constitution and Bylaws for 21 days. and then membership vote during the April social.
12. Obtains approval of all proposed changes from the ROSC legal office, private organization office, and the 78th Air Base Wing Commander (or designated representative). Dated copies of the new Constitution and By-laws will be distributed to the 78th SPTG/SV, WR-ALC/JA and 78th ABW/CC.
13. Every two years, work with the Thrift Shop Chair and that committee to update the Thrift Shop Constitution.
14. Arranges for the presentation of the new officers and elections. Nominees for elected positions (see Bylaws) will be announced and taken from the floor at the March Social and Elections held by secret ballot at the April Social.
15. As the Job Description Committee chair, during the January Board meeting provide the current job descriptions to all and ask them to update for currency each year. Update the Job Description files electronically and upload them to Google Docs (or you can update them directly in Google Docs). Updated Job Descriptions need to be provided in conjunction with the announcement for Board nominations and applications.
16. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

Last update: March 2019