

**PARLIAMENTARIAN**  
**2009-2010**

**FUNCTION:** The Parliamentarian advises the Mountain Home Officers' Spouses' Club (MHOSC) on proper parliamentary procedures in accordance with the Constitution, Bylaws, and Robert's Rules of Order (latest revised edition) and acts as the liaison between the OSC and the base legal office. The Parliamentarian is a non-voting member appointed by the President.

**DUTIES OF THE OFFICE:**

- A. Attend all Executive Board, General Membership, Budget, and all other OSC meetings as directed by President.
- B. Serve as Chairperson of the Nominating Committee
  1. Nominating committee includes:
    - a. Honorary Advisors
    - b. Group Commanders' Spouses
    - c. Membership Chair
    - d. Key Leadership Spouses of Large Units for better promotion of board (optional)
  2. Make current job descriptions available to members of the Nominating Committee.
  3. Convene the first meeting of the Nominating Committee no later than early February.
    - a. Create job description packets of the elected Board members by the first meeting of the committee
    - b. Packets should include:
      1. 3 Candidate Information Worksheets
      2. 1 copy of the current MHOSC Constitution and Bylaws
      3. 2 copies of each elected positions' job descriptions: one to remain in the packet, and one for Commanders' spouses to distribute.
      4. Enough packets should be prepared
    - c. Enough packets should be prepared to hand out to the following organizations:
      1. The Operations Group (5)
      2. Support Group (2)
      3. Medical Group (1)
      4. Maintenance Group (1)
- C. Serve as Chairperson of the review committees for the MHOSC Constitution and Bylaws.
  1. Keeps the Constitution and Bylaws current.
  2. Submits a copy of the Constitution to 366 Services Squadron for review. This office processes the document through the base Legal office for review and subsequent approval by the 366 Support Group Commander.
- D. Advise the Board and General membership on points of order and proper procedures in accordance with the Constitution, Bylaws of the MHOSC, and Robert's Rules of Order (latest revised edition).
- E. Conducts a vote of the Executive Committee or Board by telephone, when necessary, as directed by the President or designated representative.
- F. Maintain job descriptions for all MHOSC Executive Board offices.
  1. Maintain a copy of the Thrift Shop Policies and Procedures and Thrift Shop Charter.
  2. Review each job description prior to the January MHOSC Executive Board meeting.
    - a. Consider each Board members' suggestions for job descriptions.
    - b. Sends proposed changes to Advisory Group, President, and coordinating Vice President for review before changes are made.
    - c. Distributes job descriptions to new Board members after revisions are complete.
  3. Shall provide a complete set of job descriptions to the following: Honorary President, Honorary VP, President, 1st VP, 2nd VP, Recording Sec, Administrative Treasurer, and Parliamentarian.

G. Elections:

1. Directs all election procedures outlined in the Constitution
2. Attends the counting of the votes during the election in April.
3. Timetable for Elections:
  - a. January –
    - i. Update job descriptions.
    - ii. Establish date for initial Nominating Committee meeting. This date should be approved by the Advisors and President in addition to committee composition.
    - iii. Announce the Nominating Committee members during the January function.
    - iv. Submit an article to the Desert Breeze stating elections are upcoming.
  - b. February –
    - i. Make packets for the Nominating Committee meeting.
    - ii. Attend the meeting to distribute packets, explain slate requirements, and set dates for next meeting.
    - iii. Submit another article to the Desert Breeze about the election.
  - c. March –
    - i. Hold final Nominating Committee meeting to set slate of candidates.
    - ii. Announce slate at the Board and General Membership meetings.
    - iii. Submit slate of candidates article to the Desert Breeze—include absentee ballots and election date in the article.
  - d. April –
    - i. Hold the election during the April function.
    - ii. Attend the counting of the votes. Winners are announced that night.
    - iii. Submit another article to the Desert Breeze announcing the newly elected officers.
  - e. May –
    - i. Install officers at the May general membership function.
    - ii. Attend the joint Board meeting with the new officers.
  - f. June – new Board assumes their positions.

H. Supervise the organization and updating of the Board position notebooks each May. Board position notebooks should be available to new Board members no later than the end of the May general membership meeting.

I. Maintains a file notebook to be given to his/her successor in May which will include:

1. Current OSC Constitution /Bylaws/Policies
2. Thrift Shop Policies and Procedures and Charter
3. His/Her board reports
4. Board Reports
5. Board meeting minutes
6. Copies of all Job Descriptions
7. All policies governing OSC:
  - a. Budgets
  - b. Private Organization Guidance
  - c. Guide for Establishing Private Organizations
  - d. Information on IRS and Taxes

## **DUTIES OF ALL MHOSC BOARD MEMBERS**

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
  - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian

*Current as of 08/09*