

DMOSC PARLIAMENTARIAN Job Description ~ 2014-2015

General Description:

Upholds Constitutions, By-laws and Policies and Procedures. Is familiar with AFI 34-223, Roberts Rules of Order and IRS instruction for non-profits. Is a member of the Executive Board. Does NOT have voting privileges. Attends all board meetings and functions. Is appointed by the President.

SPECIFIC TASKS:

1. Parliamentarian attends all Board meetings and all other regular or special meetings of the DMOSC.
2. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMOSC Board Roster, Monthly Calendar Duties, Job Description, DMOSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all current Standing Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), all Board Job Descriptions, Parliamentarian Procedures and Motions, Blank Motion Sheets, Constitution, By-Laws, and Policies & Procedures.
 - b. The Board Notebook holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Minutes, Parliamentarian After Action/End of Year Reports, Monthly Board Reports, Budget Proposals (including revised budgets), Parliamentarian Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of displays – anything that is useful to future chairpersons).
3. Submits a monthly written board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, remaining budget, and monthly volunteer hours.
4. Submits a monthly written report to the Secretary the Monday prior to the board meeting. This can be done via email or by dropping a paper copy in the Secretary's folder in the DMOSC mail box at the Mirage Club or by hand delivering it to the Secretary.
5. Submits the estimated expenditures for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. Updates all DMOSC documents to include:
 - a. Constitution and By-laws every 2 years.
 - b. Policies and Procedures every year.
7. If any expenses are incurred, Parliamentarian submits cashier receipts along with a detailed DMOSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.

8. Submit at beginning of Board Year (August) to the 355th Wing Private Organizations Coordinator (currently that person is: Lindsay Sheffield, lindsay.sheffield@us.af.mil ph# 228-4372). **Request for Recognition as a Private Organization** as per the AFI 34-223 and the **Liability Insurance Waiver Request** as per Constitution and AFI 34-223. The letters must be signed by the President and must include (1) a copy of the Constitution, (2) a copy of the By-Laws and (3) a copy of the signed legal review of those documents. Also at beginning of board year (September) contact Western surety Company on the Bond (dishonesty bond currently covers the President, Vice-President, Treasurer, Ways and Means, Reservations and Charity Auction Chairperson- may be re-evaluated yearly) See Parliamentarian Checklist.
9. Submits yearly to 355th Wing Private Organizations Coordinator all fundraiser requests.
10. Must submit Constitution and By-Laws every 2 years for review through legal. This is done by submitting it through the 355th Private Organization Coordinator. First however, it must go through the DMOSC for approval. Is liaison between DMOSC and 355th Wing Legal office.
11. Holds an annual review of DMOSC Policies & Procedures. You must update this document monthly depending on motions brought before the board.
12. At monthly meetings:
 - a. Make sure meetings are run in accordance with Robert's Rules of Order.
 - b. Make sure a quorum is present for voting purposes.
 - c. Will remain neutral and have no vote on motions.
 - d. Have in their possession copies of Constitution, By-laws, Policies and Procedures and AFI 34-223.
 - e. Ensure all money requests are in compliance to DMOSC Constitution and By-laws.
 - f. Records all motions from board meeting and submits the record to the Secretary for the minutes.
13. Supervises the revision of all board job descriptions every spring and keeps current copies in notebook; ensure all board members submit End of Year/End of Action Reports; ensure all board members maintain an accurate OSC notebook; ensure all DMOSC permanent records are kept up by the Secretary. The permanent files are in the DMOSC closet and must be kept for 3 years. All tax related paperwork must be kept indefinitely.
14. Prepares the Application for CFC (Combined Federal Campaign) in January/February.
15. Is responsible for helping the President keep the business/document end of DMOSC running smoothly; ensure Treasurer's books are audited yearly; ensure taxes are completed and signed by the President-they must be in the mail by October 1- you must keep up to date on IRS code 501C3 (see the IRS website www.irs.gov/charities).
16. Instructs the board on matters of Parliamentary procedure; conduct phone/email voting if necessary.
17. Establish and chair the Nominating Committee; in January/February, submits job descriptions of the Executive Board to the website to be published to request nominations for next year's board.
18. Hold a Nominating Committee meeting and with help of Advisors, seek DMOSC members for office and provide any information that they request; prepare a slate of nominations to be announced in March/April.
19. At election time, is responsible for:
 - a. Accepting nominations from the floor.
 - b. Seeing that each elected office is filled by at least one candidate.

- c. Prepares ballot and ballot box and supply pencils for Election Day, if needed.
 - d. Submits a ballot and instructions for absentee voting to the website by April.
20. At night of election, is responsible for:
- a. Sitting at voting table and making sure each person voting is a DMOSC member. Nominating Committee will help to count the votes.
 - b. Declares the election closed.
 - c. Announces winners.
21. In the event of an uncontested slate, the Parliamentarian will call for a Vote of Acclamation to accept the new Executive Board.
22. At the Installation Ceremony in May, the Parliamentarian will:
- a. Organize the installation ceremony.
 - b. Buy any gifts or supplies (flowers/gavel).
 - c. Will work closely with Senior Advisor/Honorary President.
23. Contacts the new chairperson filling the job for next year's board. You must set up a time to meet before the June board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's combined Board Meeting where both incoming and outgoing board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.
25. Thank you for volunteering your time and have a terrific year!

(Revised March 2015)