



Mountain Post Santa's Workshop Parliamentarian Position Description

DESCRIPTION OF DUTIES:

- Ensures Mountain Post Santa's Workshop meetings are conducted according to proper procedures as outlined in Robert's Rules of Orders, Revised.

Throughout The Year:

- Advise the President as needed and assist the board members in following the requirements of the Constitution and Bylaws.
- Conducts electronic votes as necessary to close within 24 hours of vote.
- Responsible for creating the slate of potential board members and running the election process. (Per Article 1 Section 7 Bylaws)
- Chair the committee to revise and review the bylaws and constitution. (Per Article 2 Section 2A Bylaws)
- Provide a report of all electronic votes to secretary by next board meeting.
- Maintains own continuity binder.
- Attends all board meetings.
- Attends and supports all activities, events, and fundraisers as possible.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

Shopping Week Support:

- Attends shopping week.
- Help where needed.

Time Commitment:

- Approximately 10 hours per month.
- The busiest months are October-December.
- Monthly hours will vary depending upon activities.

Length of Commitment:

- Board Year running 1 April-31 March.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The Parliamentarian will be provided and maintain a MPSW logo polo to be worn when necessary.