



***Mountain Post Santa's Workshop***  
***PARLIAMENTARIAN***  
***Position Description***

**DESCRIPTION OF DUTIES:**

- Shall ensure MPSW meetings are conducted according to proper procedures as outlined in Robert's Rules of Orders, Revised.
- Shall 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 hrs of vote.
- Is responsible for creating the slate of potential Board Members and running the election process. (Per. Article 1 Section 7 Bylaws)
- Provide a report of all electronic votes to secretary by next board meeting.
- Attends all Board Meetings. (Per Article 7 Section 1)
- Attends and supports all activities, events, fundraisers, and ruck marches.
- Chair the committee to revise and review the bylaws and constitution. (Per Article 2 Section 2A Bylaws)
- May need to help other positions as needed.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

**Shopping Week duties:**

- Elf
- Restock Shelves
- Help out in all areas as needed

**TIME COMMITMENT:**

- Approximately 10 hours per month. Monthly hours will vary depending upon activities. The busiest months are October-December Shopping week will be 30+ hours.

**LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

**WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for donation pick up and fund-raisers
- Various locations for planning meetings

