

PARLIAMENTARIAN

JOB DESCRIPTION

The Parliamentarian is appointed by the Tinker Officers' Spouses' Club President. The Parliamentarian rules on parliamentary procedure insuring all OSC business meetings proceed in accordance with the proper rules for motions.

COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President and the Recording Secretary. Also notify the Second Vice President, or another board member designated by the President who will act as Parliamentarian in your absence. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. **Serve as chairman of the Nominating Committee.** Members of this committee are the Honorary President and all advisors.
5. **Serve as chairman of the Policy Revision Committee.** Members of this committee are the Executive Board, the Honorary President, and Advisors. The Revision Committee should meet at the beginning of each new board year to review current policies contained in the Constitution, By-Laws, and Board of Governors Policies.
6. Arrive at board meetings no later than 9:30 a.m. Bring file folder box, gavel and three-hole punch from OSC closet and then arrange name plates for seating of the Board members.
7. Collect board plates after meeting and file reports of absent chairpersons in the file box.
8. Maintain name plates throughout the year, adding to and removing as necessary.
9. Rule on any point of order at all business meetings, take telephone and e-mail votes, and submit a written report for all telephone and e-mail votes.
10. At the November Board meeting, remind the Board that their revised job descriptions should be submitted to the President and Parliamentarian at the March Board meeting.
11. The Parliamentarian and the President shall review the revised job descriptions, making any corrections.
12. **Submit the Private Organization Annual Review packet** of the Officers' Spouses' Club to the 72nd Air Base Wing/Services/Private Organizations. This action is to be completed annually in the month of February (for the last calendar year, 1 Jan-31 Dec). Information included in the packet is: a copy of the

OSC Constitution, OSC By-Laws, OSC Board of Governors' Policies, request for insurance waiver (if needed), a current listing of key officers and their phone numbers, the Thrift Shop Charter, the Thrift Shop Policies and Procedures and the Thrift Shop Audit. In addition, updated budget reports will be required as well as a copy of the most recent audits in accordance with AFR 34-4. Copies of the insurance policies, updated budget reports and the most recent audits may be obtained from the Treasurers. (Services would prefer that as much information as possible be burned to a disc) Throughout the year, you should be receiving two copies (one paper copy and one e-mailed copy) of the board reports for the Administrative and Welfare Treasurers' and the minutes from the Recording Secretary. One set is for your notebook the other set is for satisfying the requirements of the annual review packet. You may need to contact the Thrift Shop manager for TS information needed for the packet.

13. Serve as a member of the Advisory Council on the Executive Board. Serve as an aide to the President and the Executive Board, enabling both to better understand the working and policies of previous boards.
14. Serve as a member of the Budget Committee.
15. Serve as a member of the Welfare Committee.
16. Maintain a current roster of all board members and distribute to board members. Make sure the Tinker Officers' Spouses' Club and the Resource Management Flight Chief have a roster on file as well. Keep them informed of any changes in organization's officers. The following is required to be on file: each officer's full name, address and phone number.

NOMINATION AND ELECTION DUTIES:

1. Refer to the OSC Constitution, By Laws and Policies for more specific guidelines regarding nomination and election procedures.
2. Serve as chairman of the nominating committee (Honorary President and Advisors).
3. Provide a letter to the Honorary President and all advisors in December requesting their participation on the nominating committee.
4. At the first Nominating Committee meeting in January, provide packets to the advisors. The packets should include the following information: a letter thanking them for their participation, a calendar of events for the nominating committee and election of officers, and several copies of the eligibility requirements for the Elected Officer positions, a list of abbreviated job descriptions for the Elected Board positions and blank candidate applications.
5. At the January board function, invite interested members to submit applications to the nominating committee. Have applications and the brief description of the positions available at the January function.
6. At the January and February board meetings, invite interested Board members to submit applications to the nominating committee.
7. Contact the Membership Chairman to insure that each candidate for the OSC slate is a current regular member of the Tinker OSC, with no outstanding debts to the OSC.
8. After both nominating committee meetings, contact members who have been nominated for office, to request their acceptance of the nomination. Insure that they also have a copy of the Calendar of Events for Nomination/Elections.
9. Contact the photographer for the *Smoke Signal* to arrange for candidate photographs to be taken at the February function. Another date may be arranged at the photographer's convenience as a makeup date for candidates who are not present or uncommitted at the March function.
10. Request the Publicity Chairman (if necessary) to make election posters, using the same photos that the photographer is providing for the *Smoke Signal* April issue. Posters should include instructions for absentee ballots, as well as, when the polls will be open. In addition, posters will be needed stating "Polling Place Here," which should be posted outside the room where voting will occur; and another poster stating, "Vote in the Room from _:_ until _:_" to be displayed at the reservations table during the April election function.
11. Notify the *Smoke Signal* editor of the intent to submit the information listed in Item #12 below.

12. Submit article to the *Smoke Signal* editor for publication according to the assigned deadline. The editor will not be held responsible for members who fail to follow the guidelines or meet the deadline. Articles submitted shall include:
 - a. Applications for nominees for elected officers; submitted in the January/February issue of the *Smoke Signal*. Deadline is usually the first Friday in December. Also submit a brief article about the applications, encouraging members to run for office.
 - b. Article (biographies) about the nominees, along with pictures to be published in the April issue of the *Smoke Signal*. Articles and photos should be submitted by the first Friday in March.
 - c. Absentee ballots should be printed in the April issue of the *Smoke Signal* along with instructions for submitting absentee ballots. Additional ballots should also be placed in the OSC display case at the Tinker Club. (IF NECESSARY)
13. At the March function, introduce all candidates. *In the event more there is more than one candidate for any given office, the following must be accomplished:*
 - a. Arrange for the printing of the regular ballots; set up the voting for the April election function. Provide a ballot box.
 - b. Arrange with the Program Chairman to provide a reserved table (near the entrance) for the Election Committee at the April election function. Request that their meals be kept warm until they arrive.
 - c. Request the following members to serve on the Election Committee: The Honorary President and all advisors to count the ballots and the Membership Chairman to assist with voter registration. If an adequate number of Advisors cannot be present to assist with counting the ballots, request the assistance of some of the Commanders' spouses who do not have a representative from their organization on the slate of officers.
 - d. Request the Membership Chairman provide a current membership printout for registration of voters. Request the Membership Chairman to assist with voter registration the day of the elections. Also verify membership with the Membership Chairman regarding any absentee ballots received prior to Election Day.
 - e. Preside over the elections.
 - f. Notify the membership of the opening and closing of the polls on the day of the election.
 - g. Insure that a legal election takes place and secure seven (7) sealed votes provided by the OSC President in the event the President's vote is needed as a tiebreaker.
 - h. Announce the results of the election at the April function.
14. If the slate of candidates is unopposed, the vote will be by acclamation at the April function.
15. Provide current copies of the OSC Constitution, By Laws and Policies to the newly elected officers immediately after the election. Also provide job descriptions for the entire Board of Governors to the President. The Vice Presidents shall also receive copies of job descriptions for their respective sides of the Board.

INSTALLATION DUTIES:

1. Purchase identical bouquets (long-stemmed roses and sweetheart roses are recommended) wrapped in paper and tied with identical ribbons to be presented to the outgoing and incoming Board.
2. Review the installation procedures, in advance of Election Day, with the Honorary President and President to receive their recommendations for change or improvement.
3. Notify the outgoing officers and all prospective candidates for the seven (7) new Board positions of the Installation procedures. Verify by telephone that they will attend the election function by Friday before the Wednesday function.
4. Preside over the installation of officers at the May function.

5. Purchase ladies gavel and block engraved with name, office (President), dates of term(s), and organization's name (TOSC or Tinker Officers' Spouses' Club – space permitting) for the outgoing president. Out-going gift should be purchased by First-Vice President.

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