

PARLIAMENTARIAN

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership meeting and NCSC functions;
2. Shall be a non-voting member;
3. Shall assume any duties deemed necessary by the President;
4. Shall ensure all NCSC meetings are conducted according to proper procedures as outlined in the Constitution and Bylaws, Fort Drum Garrison Regulations and AR 210-22;
5. Shall advise and assist the President and other members of the Governing Board as requested;
6. Shall chair the bi-annual constitution review and revision committee to consist of the Executive Board, and at least three (3) general members. An invitation to the meeting will be extended to the Honorary Presidents and Senior Advisor, as per Article X Section 7 of the Constitution;
7. Shall coordinate all voting procedures for the membership in accordance with all federal, state and local laws for non-profits;
8. Shall tally votes pertaining to elections with another non-voting member of the Board;
9. Shall collect names and information from NCSC Members interested in appointed positions to be passed along to the President- Elect;
10. Shall collect names and information of NCSC Members interested in running for elections to the Executive Board;
11. Shall plan and coordinate with the President a Changeover Ceremony to be conducted at the May social;
12. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
13. Shall maintain and report a detailed monthly record of all income and expenses related to position;
14. Shall maintain a position profile within VMIS and record monthly volunteer hours;
15. Shall review Board notebooks at the April Governing Board meeting;
16. Shall biannually obtain permission to operate as a Private Organization on Fort Drum through Garrison/FMWR;
17. Shall not go into a binding contract for the NCSC;
18. Shall maintain NCSC emails that are provided for this role;
19. Shall maintain and update board notebook to include:
 - a. Complete job description to reflect overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to Parliamentarian at the April Governing Board Meeting for review.
 - c. Transfer of notebook and all misc. job materials shall be given to the successor upon audit completion.