

SECTION VII. PARLIAMENTARIAN:

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be non-voting members;
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 and Army regulations related to private organizations;
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, Honorary Advisor, Honorary President and at least three (3) members at large, as described in Article VII, Section of the Constitution;
7. Shall coordinate all voting procedures for the membership: Shall tally votes with President or another bonded Governing Board Member;
8. Shall collect names and information from NCSC Members interested in appointed positions to be passed to President-elect;
9. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP
 - b. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May
10. Shall maintain and report a detailed monthly record of all income and expenses related to their position;
11. Shall review Board notebooks at the April Governing Board meeting;
12. Shall report a detailed monthly record of all income and expenses related to position at each Governing Board Meeting;
13. Shall biannually obtain permission to operate as a Private Organization on Fort Drum through DCA;
14. Shall not go into a binding contract for the North Country Spouses' Club.