

**PARLIAMENTARIAN  
OSAN OFFICERS' SPOUSES' CLUB  
OSAN AB, REPUBLIC OF KOREA  
FEBRUARY 2010**

**DUTIES AND RESPONSIBILITIES:**

- Attend all governing board meetings (1st Thursday morning each month)
  - Prepare written monthly reports/provide to Secretary by Monday prior to the board meeting
  - Serve as a non-voting member
  - Take an email vote only if absolutely necessary
  
- Attend Executive Board meetings and prepare monthly reports, as necessary
  - Serve as a non-voting member
  - Take an email vote only if absolutely necessary
  
- Attend the Budget Review meetings, as necessary
  - Serve as a voting member
  
- Attend all OOSC functions, if possible
  
- Advise the Executive Board, Governing Board and Membership of correct parliamentary procedures Act as legal officer/interpreter of procedures
  
- Chair the nominating committee and supervise elections and recall petitions
  
- Chair the Constitution, By-Laws and Standard Operating Procedures Review committee
  - Forward Constitution and By-Laws through legal chain to be approved
  
- Custodian of the OOSC Management Guide
  - Current copies of the Constitution, By-Laws, Standard Operating Procedures, Parliamentary Procedures, Job Descriptions and other governing guidelines
  - Update/clean out and present to successor **NLT June turnover board meeting**
  
- Request updated Job Descriptions from all board members **NLT 28 Feb** each year
  - Provide to Webmaster and AFRC by mid April.
  
- Prepare an after-action report and present to the President **NLT 31 May** each year.
  
- Update/clean out the continuity notebook and present to successor **NLT June turnover board meeting**
  - Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**

- Organizational, Writing, Editing skills
- Some public speaking
- Basic parliamentary knowledge

**POSITION DURATION:** OOSC board year (1 June – 31 May)

**TIME REQUIRED:** 2-15 hours/month depending how extensive Constitution/By-Law Review and Nomination process. Most months require only board meetings and preparing monthly reports.