

Executive Board Descriptions Parliamentarian

The Parliamentarian shall advise the President and other officers, committees and members on matters of parliamentary procedure.

- You are an advisor and clarify a parliamentary point
- You are to maintain a position of impartiality
- You are to know the quorum required for the meeting and the voting strength

The Parliamentarian is to know the bylaws and standing rules of the Woman's Club of Fullerton, keep a copy of them, and refer to them at all times.

The Parliamentarian shall conduct all votes of the Woman's Club of Fullerton.

- You are to keep a record of all discussions and votes in a binder
- You shall be prepared to refer to these discussions and votes as needed

The President may call upon the Executive Board of Directors for emergency votes via email, when needed. The Parliamentarian shall preside over these online votes and keep a record including discussion. The Parliamentarian is to send the outcome of these emergency email votes to the Secretary to include in the Board Meeting minutes following the vote.

The Parliamentarian is the keeper of the Woman's Club of Fullerton Timeline.

- You are to keep the Executive Board, chairs, and committees aware of what is coming up and what needs to be done on a timely manner
- You are to send out reminders to all involved as necessary to keep the timeline of the WCOF on schedule
- You are also in charge of keeping the General Monthly Meeting time flowing. During Happy Dollars giving members 30 seconds to talk, but if time permits a little longer or in times of a heartfelt message

The Parliamentarian shall attend all monthly General Meetings, Board Meetings, and the Executive Board Meetings.

- If you can not attend one of the meetings let the President know
- Send her anything that needs to be discussed on the WCOF timeline
- Find a replacement to conduct any votes that need to be taken

The Parliamentarian shall be the chair of the Bylaw Committee, she will choose three members meeting prior to May 1st to study the Bylaws and Standing Rules and report recommended changes, if any, to the Executive Board at the May Board Meeting for Approval.

- Each committee member is to go through the entire bylaws and standing rules to see if any need to be revised, deleted, and/or added.
- All changes shall be given to the club members by June 1st by email or postal mail for review and then voted on during the June General Meeting
- The Parliamentarian is to give the final bylaws and standing rules to the Yearbook Chair to include in the new Woman's Club of Fullerton yearbook.

As an Executive Board Member you are part of the Budget Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.