

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Parliamentarian
Voting Board Member	Yes
Key Responsibilities	Responsible for maintaining order in guild and board meetings. In charge of the nominating committee to recruit members for open elected offices. Establishes nominating committee in March with a slate of potential board members presented to the membership in May. Presides over the general meeting in June to call for any nominations from the floor. Then calls for a vote on the slate of board members presented in May.
Tasks Prior to Guild Meeting	Meets with nominating committee to recruit members to fill needed vacancies on the board.
Tasks During Guild Meeting	<ul style="list-style-type: none"> • Keeps membership in order during general meetings. • If members come in late direct them to empty chairs.
Newsletter Articles	Writes articles starting in March asking for candidates for open offices.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Informs the board of progress of the nominating committee. • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	None
Financial Impact – Expense	None
Interfaces with which Other Board Members	All if requested.
Interfaces with Outside people/companies	None