

Longmont Genealogical Society

Job Description and Procedures

Job Title: PROCEDURES – Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

Web Site: longmontgenealogicalsociety.org

1. Serve as Parliamentarian for the Society.
2. Maintain, update and distribute the job descriptions to the elected officers and standing committee chairs.
3. Serve as Chair of any committees relating to Bylaws, Standing Rules or Job Descriptions.
4. Turn over materials and information pertaining to the Procedures Committee to the successor.
5. Knowledge of computers for email, word processing, saving, deleting, printing of information as needed, plus an all-around feeling of comfort in the use of a computer.

Procedures:

1. Prepare to answer any questions relating to parliamentary procedures. Refer to Robert's Rules of Order, Newly Revised for reference.
2. Bring the Bylaws, Standing Rules and Job Descriptions to the Board Meetings
3. Select a committee to review Bylaws every three years. The next review will be in 2019
4. Obtain an email copy of the year-end report from outgoing officers and standing committee chairs, then submit via email to the Historian, Secretary and the President.
5. Use suggestions from the committee chairs to update job descriptions, then forward the updated job descriptions to the President, Secretary and Historian.
6. Provide the Nominating Committee with up-to-date job descriptions by August.

Further details may be obtained from your predecessor.
Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018