

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

PARLIAMENTARIAN BYLAWS & STANDING RULES REVISION COMMITTEE CHAIRMAN

As an appointed officer of the Executive Committee and the Board of Directors reporting to the AFGC President, this officer is responsible for ruling on parliamentary procedures at all meetings of the Arizona Federation of Garden Clubs, Inc. and serves as chairman of the Bylaws and Standing Rules Revision Committee. *Robert's Rules of Order, Newly Revised*, current edition, shall be the authority.

DUTIES

- Attend all meetings of the AFGC Executive Committee, the AFGC Board of Directors and the AFGC Annual Meeting/Biennial Convention and be prepared to give rulings on parliamentary procedure and to interpret the Bylaws as requested.
- Fulfill required duties as outlined in *Robert's Rules of Order Newly Revised*, current edition.
- Keep a current copy of *Robert's Rules of Order Newly Revised in Brief* on hand.
- Serve as chairman of the Bylaws and Standing Rules Revision Committee.
- Post on AFGC Website current Bylaws and Standing Rules.
- Assist member clubs when asked to rule on parliamentary procedures.
- Present workshops on parliamentary procedures when requested.
- Submit articles for the *Greenleaf* newsletter as requested by the Editor or President.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.