



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description
Last updated June 2012



PARLIAMENTARIAN (elected in Nov. of EVEN years, term of office covers a two year period –2011-2012; 2013-2014 etc.)

The Parliamentarian shall act in an advisory capacity to the President regarding proper conduct of any meeting, shall serve on the Regional Executive committee, and shall be chairperson of the By-laws committee. The Parliamentarian shall have such written powers and duties as may be prescribed in the constitution and by-laws of the organization. The Parliamentarian should be well acquainted with the Robert's Rules of Order.

The Parliamentarian serves on the Regional Executive Committee. Responsible for:

1. Notifying Regional Executives of the meetings and making agendas for the meetings.
2. Taking minutes of the RE meeting and typing and sending these minutes to the Secretary of NCCC.

As elected chairman of the Regional Executives, must maintain current and past minutes of Regional Executive meetings, along with reviewing and researching Robert's Rules of Order concerning parliamentary procedure.

The By-law committee meets at the governors meeting. Duties include review of the By-laws and research and respond to any inquiries regarding the By-laws or the Standing Rules. As a committee responsible for updating the By-laws. As the Chairman, is responsible for ordering copies of the By-laws for the rulebook. Once a year, By-laws and Standing Rules have to be updated depending on changes from the previous year.

Each year attend 5 Governors meetings which includes the Friday afternoon E-Board meeting, Friday evening at the Regional Executive meeting, Saturday morning at the E-Board meeting, and Saturday afternoon at the Board of Governors meeting. This does not include any additional time if need to call a By-law committee meeting.

In addition, also chairs the Newsletter Contest Committee.