



Gulf Coast Garden Club Position Description Form

Position Name

Chair - Bylaws & Standing Rules

Date Created: 5/12/16

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Committee Name: _____

Bylaws Committee

Position Overview:

Establish a Committee of 3 members to serve on the Bylaws Committee,
Arrange meeting with Committee members to review current Bylaws, Standing Rules and associated roles and responsibilities.
As needed, call meetings of the Committee members to review and recommend needed changes or revisions to the Bylaws and/or Standing Rules.

Skills/Abilities/Other Requirements:

Knowledge of Bylaws and Standing Rules.
Ability to conduct discussion with large groups.
Basic knowledge of Robert's Rules of Order, Newly Revised.

Essential Position Functions:

Conduct meetings with Committee members to review and document recommended changes to the Bylaws and/or Standing Rules.
Interface with the 3rd VP to ensure members receive electronic copy of recommended changes. Two weeks notice must be given to members for their review of recommended changes.
It is recommended that deletions be underscored and new wording be typed in red.
Once recommended changes are finalized, provide approved copy to 3rd VP for posting on GCGC website.

Print Form

Rev. 12/15

"TO DO LIST" - CHAIR - BYLAWS AND STANDING RULES

MONTH	<u>ACTION NECESSARY</u>
MAY	<ul style="list-style-type: none">- Second Monday of the month, attend last official General Meeting of the season.- Annually, provide newly appointed Bylaws Chair with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Bylaws Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Bylaws Chair receives support/guidance in his/or role for the next season.
JUNE-SEPTEMBER	<ul style="list-style-type: none">- Attend Summer Meetings if possible.
OCTOBER	<ul style="list-style-type: none">- Second Monday of the month, attend General Meeting.- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.- Establish Committee of 3 members to serve on Bylaws Committee.- Arrange meeting with Committee members to review current Bylaws and Standing Rules and associated roles and responsibilities.- As needed throughout the season, arrange meetings of the Bylaws Committee to review and recommend needed changes or revisions to the Bylaws and/or Standing Rules.- As changes or revisions are recommended during the season, interface with 3rd VP to ensure members receive copy of recommended changes via Blossoms Bulletin. It is recommended that deletions be underscored and new wording be typed in red. Once recommended changes are finalized, provide approved copy to 3rd VP for posting on GCGC website.
NOVEMBER	<ul style="list-style-type: none">- Second Monday of the month, attend General Meeting.

DECEMBER

- Second Monday of the month, attend General Meeting.

JANUARY

- Second Monday of the month, attend General Meeting.

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Review Bylaws Chair expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Second Monday of the month, attend General Meeting.

APRIL

- Second Monday of the month,
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for Bylaws Chair during the next fiscal year.