**Board Member Duties**

**Parliamentarian**

1. Parliamentary authority for the Thrift Shop will be Robert's Rules of Order, Newly Revised, Current Edition, 11th Edition (revised 2011 or newer) in all matters where the Thrift Shop Constitution and SOP are silent or where there are no installation directives that prescribe mandatory procedures.

2. Maintains a copy of the approval (Revalidation) to operate on Fort Drum.

3. Oversees the Constitution and SOP in depth, formal review every two years to keep within regulations set forth by Fort Drum Garrison.

4. Oversees the annual in depth informal review and revisions of the Thrift Shop SOP and Constitution. The review will be started no later than October. Once changes are made, the SOP will be presented at the next Board meeting for approval. The Review Committee shall consist of the Parliamentarian, Chairman, Secretary, Manager, and two Unit Representatives with the Parliamentarian chairing this committee.

5. Oversees voting procedures, according to the Thrift Shop Constitution.

6. Conducts telephonic or electronic mail votes, as requested by the Chairman.

7. Chairs the Nomination Committee for new Board Members for the upcoming Board year. The Committee shall consist of the following: Parliamentarian, Chairman, Vice Chairman, one Unit Representative, and the Manager. This committee is to begin meeting in January.

8. Will be a voting member of the Board.

9. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flea Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.