

Policy and Bylaws Chair

- Chair the committee on Policy and Bylaws
- Review branch bylaws every two years
- Update any mandated changes to bylaws
- Review/update Board of Directors job descriptions as needed
- Update Policies as needed
- Address procedural problems at branch meetings in absence of Parliamentarian
- Keep e-files of Bylaws, Policies and Job Descriptions
- Determine potential expenses for Budget committee

Skills: computer word processing necessary