



**JOB TITLE:** Policy and Procedure Chair

**JOB OVERVIEW:** The Guild’s “Parliamentarian,” the Policy and Procedure Chair with her or his committee keeps the Guild’s Bylaws, job descriptions, Guild Policies and Procedures and Administrative Guidelines up-to-date as needed.

**BENEFITS:** The Chair of Policy and Procedure will learn/practice parliamentary procedures. She or he will also obtain excellent experience in human resources implementation, as well as gaining a thorough understanding of what occurs throughout The Guild.

**RESPONSIBILITIES:**

- Organize a committee consisting of the President, President-Elect, Vice President of Administration and Strategy, and one or more At-Large member(s) from the Board.
- Review The Guild’s Bylaws, policies and procedures, and special projects, policies and guidelines. Propose any changes to these to the Board.
- Work within the Executive Committee to review organizational structures for the Board and its special projects.
- Update Job Descriptions.

**QUALIFICATIONS AND SKILLS:** This job requires someone who communicates well, who is comfortable with the language of the Bylaws, and who is able to articulate the requirements of the many jobs within The Guild. The position also requires someone who is willing to schedule and preside over regular meetings. Someone who prefers working behind-the-scenes will enjoy this job.

**INITIAL IMPACT:** Ensuring that the Board is abiding by its bylaws and its stated policies.

**SUSTAINED OUTCOME:**

- Ensuring that The Guild's policies and procedures facilitate its ability to fulfill its Mission.
- Ensuring that The Guild's Bylaws accurately reflect the way in which The Guild functions.
- Ensuring that Job Descriptions accurately describe volunteer positions and Guild projects.
- Ensuring that Guild projects follow good procedures and practices.

**TRAINING, SUPPORT AND RESOURCES:**

- Training includes meeting with the past chair of the Policy and Procedure committee and reading their report.
- Support—the Vice President of Administration and Strategy will advise and support the Policy and Procedure Chair.
- Resources include past committee reports and Guild Bylaws.

**LOCATION OF ASSIGNMENT:** The Board meetings will occur monthly as the President sets and at the place stated in the Notice of Meeting. The Chairs of the standing and ad hoc committees determine where they will meet.