

Position Title: Bylaws Chair

Voting position: **Yes**

Date reviewed: 2/12/2020

Date of last update: 2/9/2018

Expectations of all board members:

- Officers need to understand all the By-Laws; Articles particular to Officers are
 - Article VII Officers
 - Article VIII Nominations and Election of Officers
 - Included in eligibility to serve as an Officer is one must support the Mid-Day Legislative platform
 - Article IX Duties of Officers
- Officers are highly encouraged to join at least one committee

Position Description:

Maintain the bylaws of the organization and ensure compliance with all bylaws of the Mid-Day Women's Alliance.

Major Areas of Responsibility:

- Annual review of bylaws and update as necessary
- Present to members for vote any changes to bylaws requiring full membership vote.

Specific Responsibilities:

- Update as necessary as directed by the Board of Directors.
- Receive, research and present for Board approval changes to bylaws requested by Board and/or members.
- Update approved bylaws to the MDWA website in a timely manner.
- Maintain history of bylaws changes.

Requirements:

- Desirable broad knowledge and experience in:
 - Communication and coordination
 - Skills: (Can be acquired while serving)
 - Familiarity with FreedCamp software
 - Familiarity with Wild Apricot
- Demonstrated ability to:
 - Organization and attention to detail



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Conclusion:

The Bylaws Committee shall be composed of a chair and as many members as the chair deems necessary to accomplish the goals and responsibilities of the committee.

The position description is intended to convey information to understanding the scope of the position and the general nature and scope. This position description is not intended to be an exhaustive list of qualifications, skills and responsibilities.