**Position title: Bylaws Committee Chair**

Position description:

* Organize the committee that receives and reviews suggestions for changes to the By-Laws from the Board of Directors and circulate to all members of the Association prior to being voted upon at the Annual Meeting
* Receive suggested By-Law changes for the Board of Directors and have a conversation via email or phone with Board of Director member about rationale behind the suggested change
* Draft a write up of the rationale along with included change of language
* Reach out to members of the Bylaws committee and ask them to review the suggested change and worded rationale and ask them to vote to pass or not pass the suggestion
* In cooperation with the communication and marketing committee, circulate to all members of the Association prior to being voted upon at the Annual Meeting which includes indicating whether it passed or did not pass in committee

Qualifications or skills needed to fulfill this position:

* No pre-qualifications other than being a current KACE member