

# **Firebelles Parliamentarian**

## **Job Description**

### RESPONSIBILITIES:

- Attend Board Meetings
- Attend General Membership luncheon meetings
- Advise on matters of procedure according to Roberts Rules of Order
- Serve as advisor to the President
- Maintain and update Constitution, Bylaws and Standing Rules
- Install new Officers at the June luncheon meeting

### GENERAL NOTES:

This position is appointed by the president, not elected by the membership.

Requirements of the position include:

- Basic knowledge of parliamentary procedures
- Basic computer skills helpful
- No budget required

Reviewed June 2017 by Julie Edwards