



26 March 2020

PARLIAMENTARIAN

1. PURPOSE:

To Follow Robert's Rules of Order at all Executive Board meetings and General Membership meetings. This position is appointed by the President.

A. Responsibilities:

- i. Attend all Executive Board meetings.
- ii. Attend all General Membership meetings.
- iii. Serve as advisor to the President.
- iv. Maintain and update as needed the Constitution, Bylaws and Standing Rules.
- v. Oversee voting for new officers.
- vi. Install new officers at the June General Membership meeting.

2. SKILLS:

Basic knowledge of Robert's Rules of Order and Parliamentary procedures. Basic computer skills.

3. BUDGET:

As designated by the annual budget.