

Newcomers of Central Florida, Inc.
Job Description of
Parliamentarian

The Parliamentarian is a member of the Executive Board and the Executive Committee.

By-Laws information on the Executive Board is included in Article V: Executive Board.

By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

Description:

(from By-Laws Article VI: Officers, Section 8)

The Parliamentarian shall advise the membership in all cases to which Robert's Rules of Order, Newly Revised are applicable and in which they are not in agreement with these By-Laws and any rules of order the Club may adopt.

The Parliamentarian is expected to attend monthly Board Meetings and Luncheons.

Basic Job Functions:

Attend Board Meetings and Luncheons to advise on matters of rules, regulations, and By-Laws of the Club as needed

For reasons of impartiality, the Parliamentarian has no vote in Club matters

At the May Board Meeting, submit a written report of the year's activities

Requirements:

Must have a thorough knowledge of the Club's By-Laws and Rules and Policies as well as Robert's Rules of Order, Newly Revised. A copy of the current Robert's Rules is provided to the Parliamentarian.

Computer, printer, and email are encouraged.

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014