

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Parliamentarian

Purpose: To ensure that chapter meetings are conducted according to proper parliamentary procedure following the Roberts Rules of order.

Key Responsibilities:

1. Provide advice and assist chapter president during chapter meetings in matters of parliamentary procedure.
2. Intercede during chapter meetings to ensure proper procedures are being observed.
3. Assist chapter president in recognizing and prioritizing speakers.
4. Provide request for motion form. If motion is passed, ensure that the wording of every motion is clear before being stated and for secretary to include accurately in the minutes.
5. Participates in WESTOP and Chapter committees as needed.
6. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
7. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President

Term Length: 2 Years

Time commitment: 3 hour chapter meetings, 4-5 times yearly

Reports to: President