

## **PARLIAMENTARIAN**

### **Appointed Position**

#### **Summary:**

The Parliamentarian is appointed by the President and handles all matters related to the Club's Bylaws, standing rules and rules of order. The Parliamentarian has a duty to impartially advise on the rules and appropriateness of Board actions; therefore, the Parliamentarian cannot make motions, debate and vote (except on an election ballot vote). The Parliamentarian also serves as transition manager for updating Board Member job descriptions annually and for assisting with changes to the membership of the Board after the annual election of Board Members or any time a vacancy occurs.

#### **Position Requirements:**

- Previous service on the Club's Board of Directors or relevant experience
- Strong understanding of organizational bylaws and parliamentary procedures
- Basic computer and organizational skills
- Adequate time to attend board meeting and manage responsibilities of the position

#### **Responsibilities:**

Use ANC's Bylaws and Standing Rules to resolve questions related to the Club's governance,

Use Robert's Rules of Order to resolve issues not covered by ANC Bylaws and Standing Rules and assist the President in maintaining order at all Board or all-Member meetings. Act as temporary substitute Secretary when needed.

Present closing remarks ("thought for the day") at Board meetings.

Serve as chair of the annual Bylaws and/or Standing Rules revision committee or when such a committee is needed.

Present proposed Bylaws and Rules revisions to the Board for review and approval.

Submit Bylaws and/or Standing Rules revisions for publication on the website, along with a notice in the Welcome Mat that the Bylaws have been revised and approved.

Handle all inquiries or complaints regarding the breach of Club Bylaws or Standing Rules of the Club by its Members.

- Any inappropriate activity by its Members shall be presented to the Board or Executive Officers as detailed in the Bylaws and Standing Rules for action by the Parliamentarian.

- The Parliamentarian shall be responsible for communicating and monitoring any corrective action deemed necessary by the Executive Board or Board of Directors.
- When needed, the Parliamentarian will explain Club policies regarding inappropriate business solicitations or inappropriate behavior of Members.

Assist the President and other Board Members in the annual review and updating of Board position job descriptions. Review includes verifying that any changes are consistent with the Bylaws and Standing Rules and presenting changes to the Board for approval.

Provide copies of revised and approved job descriptions to the Communications Director for posting on the Club website. Confirm that previous versions have been removed from the website and replaced with current versions.

Provide copies of job descriptions to all incoming Board Members at or before the June Board transition meeting, along with references in the Bylaws and Standing Rules for each position.

Facilitate the transfer of information and job duties from outgoing to incoming Board Members as needed.

Keep a record throughout the fiscal year of potential and actual changes in job descriptions to improve Board or Club functions.

**Reminders:**

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.