Parliamentarian

General Description
The Parliamentarian shall advise the presiding officer in responding to points of order and parliamentary inquiries and delegates on all matters of parliamentary procedure according to the most recent published version of Robert’s Rules of Order. The Parliamentarian will provide advice on conducting the meeting according to the Bylaws and procedures. The Parliamentarian will be seated next to the presiding officer in an advisory capacity. He/she serves as chair of the Governance Committee and is an officer on Executive Committee.

Term
Two years. October to October (odd year election)

Specific Duties and Responsibilities
1. Attend monthly Executive Committee meetings.
2. Attend Assembly functions and events.
3. Chair the Governance Committee
4. Respond as needed to Parliamentary Procedure
5. Advisor to the Chair on Parliamentary Procedure at all called meetings.

Qualifications
- Active member of the Assembly
- Demonstrated leadership skills through record of responsible service to the assembly
- Knowledge of RONR and parliamentary procedures
- Knowledgeable about the programs and activities of the Assembly.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Fair, reasonable and impartial.
- Ability to be a good facilitator.
- Committed to serving the common interests of the Assembly

Time Commitment Required
- Executive Committee meetings – 1-2 hours monthly meetings
- Committee meetings – approximately 4-6 hours monthly • Quarterly Meetings – 32 hours plus travel time four times per year
- Regular communications with Executive Committee and Chair – approximately 1-2 hours monthly

Expense Policy
It is the policy of the Assembly to reimburse the Parliamentarian for all quarterly meeting-related travel, according to established travel guidelines by OSP and General Administration consent.