**PARLIAMENTARIAN**

**Job Description**

***Reports to President***

The Parliamentarian shall advise the President, Board and members on matters of parliamentary law. The parliamentarian shall be a member of the Bylaws Committee and shall attend all regular and board meetings in a nonvoting capacity, but does not make motions, participate in debate, or vote on any question except in case of ballot vote at a regular meeting. She shall be very familiar with the bylaws, standing rules and policies of the chapter. She shall advise the membership according to the current edition of Robert’s Rules of Order Newly Revised. She shall be appointed by and report directly to the President.

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. President will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Specific Duties:**

* Attend Board training.
* Follow Assistance League® of Indianapolis (ALI) Policies, Standing Rules and Bylaws.
* Attend all Board meetings, regular meetings and Executive Committee meetings in a nonvoting capacity.
* Inform the President in advance to be on the Board or regular meeting agenda. She shall serve on the Executive Committee, but in a nonvoting capacity.
* Advise the membership on parliamentary procedure according to the current edition of Robert’s Rules of Order.
* She may judge (or decide) to have a vote taken at regular meeting with less than 50% “+1 of the voting members present, in accordance with the Indiana statute which says that a quorum exists with not less than 10% of the voting members present.
* Proofread all minutes before they are sent to the board or membership.
* At the November regular meeting, assemble all members of the Nominating Committee and have them select a date, place and time for their first meeting.

Give this group the nominating committee binder and instructions such as board members who are not eligible to repeat their current office. Be available to answer procedure questions for the nominating committee if asked.

* Revise and update job description as needed and approve changes with President-Elect by May.
* Have President approve and sign all expense vouchers before submitting to the Treasurer for reimbursement.
* Maintain financial records for this position and include them in annual report.
* Prepare two copies of annual report: 1) Procedure Manual; 2) President’s file.
* Pass on Procedure Manual to incoming Parliamentarian to train for position.

**Helpful Suggestions for Future:**

Signature / Date

Judy Tomke. 4-10-2023