

Parliamentarian  
Job Description

**Presidential Appointment**

**Reports to:** President  
**Date:** 2/1/2015

**Position Summary**

Advises the president, officers, and members of RECPTA on matters of parliamentary procedure. The parliamentarian serves as a consultant, especially in meetings, regarding questions of order and parliamentary inquiries.

**Essential Functions**

- Completes the responsibilities of an executive board member
- Maintains a copy of RECPTA's governing documents and Robert's Rules of Order and brings them to every meeting
- Is familiar with governing documents of RECPTA and is ready to assist in their use and interpretation
- Advises the president on points of parliamentary procedure when requested; notifies president of any errors in procedure that may affect members' rights or the outcome of a proceeding
- Maintains a position of impartiality (the Parliamentarian does not make motions and does not vote unless the vote is by ballot)

**Requirements**

Must have a fair and impartial attitude and knowledge of parliamentary procedure. Needs to have a fundamental knowledge of RECPTA and all of its governing documents such as bylaws, standing rules, policies, etc. Approximate time commitment: 1-3 hours initially (to familiarize with RECPTA governing documents); 4 hours monthly (attendance at meetings)