



## **OFFICER JOB DESCRIPTION**

### **PARLIAMENTARIAN**

### **APPOINTED OFFICER**

#### **BYLAWS: ARTICLE V: OFFICERS \_ SECTION 6. DUTIES OF OFFICERS**

##### **L. The PARLIAMENTARIAN shall:**

1. Act as an advisor to the President on points of parliamentary procedure.
2. Attend all meetings of the Board of Directors and the Executive Committee as an advisor.
3. Be chairman of the Bylaws Committee

##### **DUTIES OF THE BYLAWS COMMITTEE CHAIRMAN**

1. Appoint members to committee and present to President for approval.
2. Be familiar with the Society Bylaws and Standing Rules.
3. Consult with President over possible changes to keep the Bylaws up-to-date.
4. Prepare wording of Bylaws changes to be presented to Active members for adoption or rejection
5. Keep the president informed of all meetings and activities of the committee.
6. Assist the President at meetings of the Board of Directors with parliamentary procedure.
7. File a final report of the committee's activities before the annual meeting.
8. Appoint the Head Teller for all meetings, where voting will occur.