



Hauser PTO Executive Board Position Descriptions

PARLIAMENTARIAN

Time Commitment: 1-2 hours/Month

- Busiest time in early spring during board nominations and years in which bylaws or standing rules are reviewed.

Job Description:

- Knowledge and understanding of the organization's governing documents
- Maintains copies of current governing documents - bylaws, standing rules, policies and parliamentary authority.
- Provides guidance to members and board members on issues outlined in governing documents and on parliamentary procedure
- Ensure that proper procedures are followed

Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings

Typical Annual Responsibilities

- Chairs Bylaws committee to review Bylaws each year and revise every two years
- Chairs Standing Rules committee to review Standing Rules each year and revise every two years
- Ensure the nominating process is being conducted. Form the Nominating Committee and remain available to assist the committee at their request.

Training and Resources:

- One-on-one with outgoing parliamentarian
- Past files and examples