



# Gulf Coast Garden Club Position Description Form

**Position Name**

**Parliamentarian**

Date Created: 5/12/16

Form Creator Name: Louella McAloose

Home Phone: \_\_\_\_\_

E-Mail Address: louellam@comcast.net

Committee Name: \_\_\_\_\_

## Position Overview:

The Parliamentarian ensures that meetings are conducted in accordance with Robert's Rules of Order, Newly Revised.

## Skills/Abilities/Other Requirements:

Knowledge of Robert's Rules of Order, Newly Revised.  
Experience in conducting meeting in accordance with Robert's Rules.

## Essential Position Functions:

Print Form

Rev. 12/15

## "TO DO LIST" - PARLIAMENTARIAN

### MONTH

### ACTION NECESSARY

#### **MAY**

- First Monday of the month, attend last official Board of Directors Meeting.
- Second Monday of the month, attend last official General Meeting of the season.
- As appropriate, provide newly appointed Parliamentarian with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Parliamentarian receives copy of Bylaws, Standing Rules, Position Description and To Do List for the next season. Ensure newly appointed Parliamentarian receives support/guidance in his/her role of the next season.

#### **JUNE-SEPTEMBER**

- Attend Summer Meetings if possible.

#### **OCTOBER**

- First Monday of the month, attend first Board of Directors Meeting.
- Second Monday of the month, attend first General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.

#### **NOVEMBER**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.

#### **DECEMBER**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.

#### **JANUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.

## **FEBRUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.
- Review any Parliamentary expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

## **MARCH**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Ensure General Meeting is conducted in accordance with Robert's Rules of Order, Newly Revised.

## **APRIL**

- Second Monday of the month,
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring any expenses for the Parliamentary during the next fiscal year.