## Parliamentarian

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Roles up to**

President

**Commitments**

* Officer, Executive Board
* Manager
  + Nominating Committee

**Primary Responsibilities**

1. Review and study the bylaws and standing rules annually
2. Ensure the unit has a copy of Robert’s Rules of Order Newly Revised and be familiar with the contents of the book
3. Provide the members and executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums
4. Advice presiding officer, when requested, on questions of parliamentary procedure
5. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings
6. Ensure each member of the executive board has a current copy of the unit’s bylaws and standing rules.
7. Form and oversee the nominating committee.
   * Recruit people to be members of the committee
   * Hold at least one meeting to kick-off the nominating committee and process
   * Assist the nominating committee where needed
   * Report to the Board on the status and progress of the nominating committee
8. Serve as an officer on the Executive Board, therefore
   * Perform duties as may be prescribed in the bylaws and standing rules, or assigned by the association
   * Attend PTA sponsored workshops or trainings
   * Attend council, district, and state PTA meetings as appropriate
   * Safeguard the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
   * Maintain a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
   * Protect members’ privacy by utilizing member information for PTA work only
   * Be knowledgeable of the contents of the following resources:
     + *California State PTA Toolkit*
     + Unit, council, district, and state PTA bylaws
     + *Insurance and Loss Prevention Guide*
     + California State PTA website: www.capta.org
9. Serve as a resource for the President by:

* Assist the president in preparing for meetings, when requested

**Time Commitment**

* This position requires approximately 1 hour per week
* This position requires attendance at all board and membership meetings
* January to March will be heavier months because that is the time that the nominating committee is formed and performs it duties

*Revised 1.24.17*