

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

PARLIAMENTARIAN

1. Parliamentarian is elected by membership.
2. Parliamentarian's term is two years.
3. Parliamentarian will have one vote on the Board.
4. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall advise the President on the By-Laws of NCSSWA.
- C. Shall maintain the current By-Laws of the association.
- D. Shall assist in maintaining the orderly procedure of business in accordance with the *Revised Robert's Rules of Order*.
- E. Shall serve on and attend Executive Committee and Full Board Meetings.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Parliamentarian.
- H. Shall complete other duties that may be assigned by the President.
- I. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any Parliamentarian support needs in accordance with reimbursement guidelines.
- J. Shall submit a report to the board at each Full Board meeting.