

Parliamentarian (Appointed)

Term: One year

Time Required: 3 hours per month minimum

Overall Responsibility: Advise President(s) and Board on whether meetings and organizational materials are compliant with Branch bylaws and procedures

Responsibilities:

- Advise President(s) and/or facilitator(s) on bylaws and decision-making process and procedure in Board and Branch meetings
- Stay current on bylaws and best practices for managing meetings by consensus and by voting
- Work with the Executive Board, Co-President(s) and any appointed ad hoc committees to rewrite and update bylaws
- Serve on the Executive Board

Qualifications:

- Working knowledge of AAUW Ashland and National bylaws
- Working knowledge of Robert's Rules of Order and Roberta's Rules
- Familiarity with AAUW Ashland Branch history and precedents