



**Position Title: Parliamentarian**

**Job Description & Responsibilities:**

- Being responsible for ensuring all meetings are conducted by Robert's Rule of Order (latest edition).
- Calling the meeting to order and adjourning the meeting.
- Announcing motion on the floor and tallying up final votes on the floor.
- Having the ability to vote on removing a board member from a meeting and striking any and all communication / participation in the meeting with board majority in the case meeting becomes hostile or disruptive including the use of profanity, demeaning comments, and/or acting unprofessionally.
- Must embody the vision, mission, core values of the Association in their work as well as in their behavior.

**Qualifications & Requirements:**

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- A political science background is preferred but not required
- Is well versed in the Robert's Rule of Order
- Must be fair and diplomatic in decision making
- Be able to establish and maintain effective working relationships with board members, volunteers, community agencies and general public
- Efficient communication ability, both written and oral
- Previous leadership experience or background in nonprofit organizations is a plus
- Should be proficient and comfortable with virtual team collaboration