



## SDCWA JOB DESCRIPTION

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| <b>POSITION</b>                                        | Parliamentarian                                                                                                                                                                                                 |
| <b>REPORTS TO</b>                                      | President                                                                                                                                                                                                       |
| <b>JOB DUTIES</b>                                      | The parliamentarian shall keep order during all meetings and shall advise the officers and chairs regarding the proper rules and procedures in conducting the meetings.                                         |
| <b>TIMELINE – SDCWA calendar year – July thru June</b> |                                                                                                                                                                                                                 |
| <b>On-going</b>                                        | Advise of proper parliamentarian procedure as needed.                                                                                                                                                           |
|                                                        | Review bylaws annually for amendments or recommendations as needed.                                                                                                                                             |
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| <b>PROCEDURE BOOK</b>                                  | <ul style="list-style-type: none"><li>• Maintain a procedure book as appropriate to the position.</li><li>• Update at end of term with step-by-step instructions; electronic files, sample documents.</li></ul> |