Parliamentarian

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| **JOB TITLE:** | PARTA Parliamentarian |

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| **GENERAL JOB DESCRIPTION** |
| The Parliamentarian must follow Robert’s rules of Order during all quarterly Board meetings and monthly meetings and ensure that PARTA bylaws and policies are followed during said meetings. |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| * Be familiar with Roberts Rules of Order * Be familiar with PARTA bylaws and policies * Attend PARTA Board and Executive Board Meetings * Attend PARTA Luncheon Meetings * Represent PARTA in the community * Other duties as assigned by the PARTA President |
| **MINOR DUTIES AND RESPONSIBILITIES** |
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| **QUALIFICATIONS FOR THE JOB** |
| *Education:*  Must have a degree in an educational field or professionally related one  *Experience:*  Taught or worked professionally in a school setting, public or private  *Other:*  Must be a PARTA member and member of IRTA Have appropriate organizational and communicational skills |
| **KEY COMPETENCIES** |
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