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
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| **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 IRTAHave appropriate organizational and communicational skills |
| **KEY COMPETENCIES** |
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