

**WESTOP SoCal Chapter
OFFICER JOB DESCRIPTIONS
2008-2009**

POSITION: **Parliamentarian (Appointed)**

OFFICER: **Vacant**

DESCRIPTION: The parliamentarian shall ensure that chapter meetings are conducted according to proper parliamentary procedure.

TERM: 1 Year

ASSIGNED OBJECTIVES

1. Provide advice and council to the Chapter President in matters of parliamentary procedure.
2. Intercede during Chapter meetings to ensure proper procedures are being observed.
3. Assist in the proper administration of Chapter meetings. Assist the Chapter President in recognizing and prioritizing speakers.
4. Provide training on proper parliamentary procedure.
5. Provide/make available Request for Motion Form (if passed give motion form to secretary for accurate/verbatim inclusion in the minutes.)
6. Attend all Chapter general meetings and Executive Committee meetings as requested.
7. Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.