

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Parliamentarian
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Parliamentarian

Job Functions:

- Ensures that Executive Board and General Meetings are conducted according to *Robert's Rules of Order, Newly Revised*

Requirements:

- Strong commitment.
- Attends Executive Board meetings
- Attends monthly General Meetings

Skills/abilities needed:

- Knowledge of the "*Robert's Rules of Order, Newly Revised*"
- Organizational skills
- Communication skills

Bi-Laws:

Article II, Section 2 Board Members and Duties

"The Parliamentarian shall act as official on parliamentary procedure according to *Robert's Rules of Order, Newly Revised*."

Approved by the TAG Executive Board on November 16, 2006