

JOB DESCRIPTION

Women Helping Others (WHO)

Job Title:	Parliamentarian		
Women Helping Others (WHO)	General Summary Ensures the use of Robert's Rules of Order at general membership and board meetings.		
Job Description			
Role and Responsibilities Guide the President in conducting meetings, following WHO's bylaws and <i>Robert's Rules of Order, Revised (RRO)</i> . Attend board meetings and general meetings.			
Qualifications Must be familiar with WHO bylaws. (Note: The bylaws are located on the website and in a folder that will be passed on.) Must be or become familiar with <i>Robert's Rules of Order, Revised</i> (Note: A copy is provided to the Parliamentarian.)			
Preferred Skills Be willing to make corrections during a WHO business meeting, if necessary, in order to follow bylaws or RRO.			
Approved By:	Judy Aishman	Date:	April 13, 2020
Last Updated By:	Karen Harrison	Date/Time:	April 8, 2020