**Job Description**

**San Antonio (SA) Branch Parliamentarian**

**American Association of University Women**

**(AAUW)**

**Position Summary: The Parliamentarian is appointed by the Branch President with the approval of the Board of Directors (BOD). The Parliamentarian is a non-voting member of the BOD. There is no limitation to the term of office.**

**Responsibilities: The responsibilities of the Branch Parliamentarian include:**

* **Advising the president, officers, committees, and members of Parliamentary rules and matters of procedure.**
* **Utilizing Robert’s Rules of Order, Newly Revised, as the parliamentary text.**
* **Acting as a facilitator for ensuring that the AAUW SA Branch Bylaws are followed.**
* **Attending Board meetings, Executive Committee meetings, and the meetings of the membership.**
* **Establishing that a quorum is present for meetings where votes may be taken.**

**Responsibilities to State: N/A**

**Responsibilities to National: N/A**

**Leadership Skills: Knowledge of parliamentary procedures and AAUW Bylaws and how they apply to the business of AAUW meetings.**

**Time Commitment: Attending AAUW Board of Director meetings, Executive Committee meetings, and AAUW membership meetings.**