September 2026

Uplift Community Alliance®

PARLIAMENTARIAN
JOB DESCRIPTION
Non-Voting Board and Executive Committee Member

Position Summary
The Parliamentarian shall be appointed by the President to advise the President on matters of parliamentary procedure.

General Responsibilities

- Attend Board, Executive Committee and regular meetings in a nonvoting capacity.
- Maintain a parliamentarian information book or electronic reference file.
- Submit job description changes to the Bylaws Chair.

Specific Position Responsibilities

1. Be knowledgeable of the current edition of *Robert's Rules of Order*.
2. Be knowledgeable of the organization's Bylaws, Standing Rules, and Policies.
3. Advise the President on matters of parliamentary procedure.
4. Serve as a member of the proofreading group to review regular, board, and executive committee meeting minutes.
5. Serve on the Bylaws Committee.

Competencies

- Microsoft Word, email proficiency
- Digital and electronic communication
- Successful background check