**PARLIAMENTARIAN**

**Appointment**
Appointed by the Governor Elect with approval of the District Board of Directors.

**Term of Office**
Two years.

**Role**
Provide support and advice to District Governor and District Eleven clubs on matters of District and International Policies and Procedures.

Provide parliamentary support to District Governor on request.

Provide assistance to the District BRR Committee on request.

Attend District Board meetings.

Sit at the right hand of the Governor enabling you to give advice as needed.

Study the issues and give adequate time for consideration of the issues.

Participate in discussions as directed by the Governor.

Contribute to DSB as assigned.

**District Conference**
Officiate as Parliamentarian at District Conference and provide instructions.

Conduct delegate/alternate session at District Conference.

Provide the line up to Conference Chairman for announcing presentation of the flags and assign past Governors to flag for opening session at District Conference.

Present official program at opening session for corrections and give instructions at District Conference.

Prepare seating charts with District trainer for banquet, luncheons, business session and opening session and provide to Conference Chair. Assist expediters with seating charts and table tents.

Prepare District Conference banquet processional line-up and announcement list to conference chair.
Present resolution at closing session of District Conference.

Bylaws & Policies - Be thoroughly familiar with all District Policies and Procedures.

Be thoroughly familiar with the International Polices and Procedures and the International Resource Manual.

Be familiar with the workings of the International Foundation.

Be thoroughly familiar with the duties of Governor, District Officers and Chairs.

Be familiar with parliamentary procedure.

Reports Submit an annual report on your activities within the District prior to District Conference.

Prepare to report on your activities within the District at each District Board Meeting.

Records Maintain a record of duties performed and all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives.

Expenses Claim any expenses as allowed under District Policies.


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