

# **JOB DESCRIPTION PARLIAMENTARIAN**

**General Responsibilities:** Advise the President on the orderly conduct of business in accordance with policies and practices of the association and Robert's Rules of Order, Newly Revised, most current edition, and assist the President in the promotion of the Washington State FBLA.

## **Specific Responsibilities:**

1. Executive Committee
  - a. Advise the President and other members on parliamentary procedure and has reference materials on hand
  - b. Provides workshops on basic use of parliamentary procedure
  - c. Encourages and supports work of other officers
  - d. Completes tasks on time and encourages other officers to do so
  - e. Volunteers to serve on state standing committees and State Business Leadership Conference committees
  - f. Participates in the development of the program of work at officer training
  - g. Reports program of work progress and committee work to the President and assigned state staff member
  - h. Attends and actively participates in all mandatory meetings: State Officer Training (May or June), September Executive Committee, January Executive Committee, SBLC Executive Committee meeting and conference, regional conferences (see #3 below).
  - i. Attendance is highly recommended at: Legislative Day (January or February), National Leadership Conference, National Fall Leadership Conference
2. Regional and State Conferences
  - a. Attends at least one regional conference in the fall and winter in addition to his/her own
  - b. Takes an active role in the planning of the annual State Business Leadership Conference
  - c. Attends, participates, and provides leadership in the annual State Business Leadership Conference
3. Promotion of FBLA
  - a. Represents WAFBLA at special events and to businesses and community organizations
  - b. Is enrolled in a credit-generating business class or has completed a business education sequence as defined by his/her school district
  - c. Is a role model to members and other students with exceptional behavior and attitude