



Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

PARLIAMENTARIAN

JOB DESCRIPTION:

- * Serve as a resource person on Parliamentary Procedure for District and Unit Club Presidents;
- * Run Parliamentary Procedure Workshops, as requested;
- * Advise the MoFRW President on the proper procedure for conducting meetings;
- * Develop Rules of Order for conventions at the request of the MoFRW President;
- * Review Bylaws submitted by chartering unit clubs at the request of MoFRW President;
- * Advise the Bylaws Committee of the proper procedure for conducting meetings, at the request of the MoFRW President;
- * Serve as a member of the Bylaws Committee;
- * Serve as Parliamentarian (advisor) to the Resolutions Committee for the Board of Directors meetings;
- * Submit timely information for MoFRW President for distribution to unit clubs;
- * Submit a written report of activities for each meeting of the Board of Directors;
- * Compile a file or notebook of pertinent information for reference and pass it on to your successor.