JOB DESCRIPTION

Position Title: ASIS&T Parliamentarian

BASIC FUNCTION

The ASIS&T Parliamentarian is responsible for parliamentary procedures at ASIS&T meetings. At these meetings, the Parliamentarian provides presiding officers with procedural counsel. At such times, the Parliamentarian has no vote, and only has voice on procedural questions.

DUTIES AND RESPONSIBILITIES

The ASIS&T Parliamentarian will:

- Attend all regular and special meetings of the membership.
- Be available for all meetings of the Board of Directors, the Chapter Assembly, and the Special Interest Group Cabinet.
- Be available for consultation on procedural matters from any Association body, officer, or member.
- Be well-versed with the rules contained in the current edition of Robert's Rules of Order and the extent to which these rules are consistent with the Association's Constitution and Bylaws, Articles of Incorporation, and any policies or rules of order the Association may adopt.

TERM OF OFFICE

The ASIS&T Parliamentarian will be appointed by the President to serve at a three-year term.

QUALIFICATIONS

- Familiarity with ASIST through at least three years active membership.
- Knowledge of and/or experience serving on governance boards.
- Familiarity with Robert’s Rules.
TIME COMMITMENT

The Board of Directors meets virtually every two months for two hours per meeting. This varies year-to-year at the direction of the President. Face-to-face meetings, when possible, last up to 10 hours.

The SIG Cabinet and Chapter Assembly meet for one hour every 3 months.

Additional responsibilities may require up to 10 hours over the course of a year.

FINANCIAL CONSIDERATIONS

This is a voluntary position. However, the Parliamentarian will receive travel compensation to attend the Association's Annual Meeting according to the ASIS&T Travel Policy.