

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

Parliamentarian - KFRW

Eligibility

The Parliamentarian is appointed by the KFRW President for a two-year term of office beginning January 1, of *odd* numbered years. She may not serve more than two consecutive terms in the same office. She must be a member in good standing, and be an active member by December 31, of the preceding year.

Job Duties:

1. Serve as a member of the Executive Committee and Board of Directors;
2. Serve as Chair of the Bylaws committee;
3. Advise the KFRW President, officers, committees and clubs when requested, on matters of parliamentary procedure;
4. Ensure that appropriate parliamentary procedures are carried out in all meetings of the KFRW, and committees of the KFRW, based upon the most current version of Robert's Rules of Order, Newly Revised;
5. Ensure that during the Biennial convention that appropriate parliamentary rules based on Robert's Rules of Order Newly Revised are followed;
6. Maintain a copy of each club's bylaws;
7. Review and edit as necessary, new club bylaws to be submitted to NFRW for Charter;
8. Always represents the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW including candidate campaign, county party activities, and KFRW, visit clubs as assigned by the KFRW President.
9. During an absence, notifies the President within 24 hours of planned absence (barring an emergency);
10. Performs such other duties assigned by the KFRW President and the KFRW Bylaws;

All officers and all committee chairwomen and vice chairwomen shall deliver all records, files and properties of the Federation to their successors no later than 15 days before the new term begins. Officers shall submit a "task performance" guide of their position to their successor.