



Association for Information Science and Technology

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## **JOB DESCRIPTION**

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**Position Title:** ASIS&T Parliamentarian

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### **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.

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### **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.
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### **TERM OF OFFICE**

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

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### **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.
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## **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.

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## **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](#).

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