



U.S. MASTERS SWIMMING

Position Description

Position title	Parliamentarian	
Start date / End date or Term length	No set term limit	Appointed by USMS President
Estimated hours/days required per month	Only works at HOD meetings during convention	
Reports to	USMS President	
Direct Reports		
Role overview and purpose, and how it relates to the organization's mission		
<p>Acts as traffic cop and/or interpreter for process and protocol at meetings of house of Delegates</p> <p>A parliamentarian is a consultant who advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure. Parliamentarians are frequently used to assist with procedure during House of Delegate and board meetings.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Be able to clearly explain governing rule and/or meaning of vote about to be taken • Must be present at all HOD meetings and be attentive to proposal/floor discussion. 		
Key deliverables		
Skills, experience and attributes		
<ul style="list-style-type: none"> • Well-versed in Robert's Rules of Order 		
Recommended training		
<ul style="list-style-type: none"> • Experience running many meetings using Robert's Rules • Beyond on the job training and reading Robert's Rules of Order, AIP provides online course - http://www.aipparl.org/education.html 		
Benefits for the volunteer		
<ul style="list-style-type: none"> • Grateful audience to share your knowledge and experience. 		
Benefits to USMS		
<ul style="list-style-type: none"> • Ability to keep meetings moving without a long delays to answer questions of protocol 		

Other requirements of the role