



## **RSC Executive Board Position: Parliamentarian**

### **Duties of the Parliamentarian(s):**

- Parliamentarian(s) shall be an appointed officer, who is selected by the President(s), with a majority vote from the Executive Board. An outgoing President(s) may be appointed as Parliamentarian(s).
- Parliamentarian(s) shall attend all meetings of the Executive Board, General Assembly meetings, and any committee meeting as defined in Article XII.
- The Parliamentarian(s) updates the Executive Board nomination forms, accepts nominations, develops ballots and facilitates RSC elections.
- The Parliamentarian(s) shall sit on the Thrift Shop, Administrative Fundraising and Grant Committees.
- Parliamentarian(s) shall be the custodian of the RSC Constitution and Bylaws.
- Maintain RSC Parliamentarian email.
- The Parliamentarian(s) will act as a liaison with the Legal Office and 78<sup>th</sup> FSS/FSR Financial Management Office to maintain private organization files.