

AMGA **Parliamentarian**: Job Description and Timeline

Responsibilities:

The Parliamentarian makes him or herself familiar with Robert's Rules of Order Newly Revised for parliamentary procedure and AMGA Bylaws and Standing Rules. They advise the board on questions related to these documents to ensure meetings are conducted and decisions made in accordance.

Due Date	Tasks
Sept-May, 2nd Monday of the Month	Attends monthly board meetings. Ensures parliamentary procedure are used to conduct business. Answers questions related to parliamentary procedures, AMGA By-Laws and Standing Rules as they arise.