



# COUNCIL ON STAFF AFFAIRS

## PARLIAMENTARIAN

### **Summary of Primary Duties:**

Shall ensure that meetings are conducted according to Robert's Rules of Order and ensure adherence to the COSA Bylaws as well as oversee maintenance to the COSA Bylaws in accordance with Article VIII of the COSA Bylaws.

### **Term of Office:**

The Parliamentarian may be elected or appointed at the discretion of the COSA membership and shall serve as Chair of the Policy Committee.

### **Time Requirements:**

This position requires a minimum of five hours per month preparing for and attending meetings. Additional time is required for drafting new policies or procedures or other activities as assigned by the Chair or remanded to the Policy Committee by the Council.

### **Primary Tasks and Responsibilities:**

1. Attends monthly COSA Executive Committee meeting
2. Attends monthly COSA meeting
3. Attends and chairs Policy Committee meetings
4. Ensures that meetings proceed according to Robert's Rules of Order
5. Looks up proper procedures if there is confusion about Robert's Rules of Order
6. Checks and responds to email pertaining to Policy Committee topics
7. Responds to requests from Executive Committee to change policies
8. Drafts changes to COSA bylaws and policies for review
9. Maintains the Policies & Procedures Manual
10. Maintains the COSA bylaws
11. Other tasks as needed

### ***SECONDARY TASKS AND RESPONSIBILITIES***

12. Prepares and distributes agenda for Policy Committee meetings
13. Prepares Policy Committee's Quarterly Report; a paper copy is given to the Chair and a summary is presented to the Council
14. Serves as the official liaison between the Policy Committee and the Executive Committee
15. Serves on the Staff Appreciation Day committee

### ***USEFUL KNOWLEDGE, SKILLS AND ABILITIES***

- Knowledge of Robert's Rules of Order
- Skill in implementing Robert's Rules of Order
- Knowledge of the COSA Bylaws and Policy & Procedures Manual
- Ability to carefully read and interpret the bylaws
- Ability to look up rules and procedures
- Ability to critically read and technically write