

**Rotary District 7610  
Parliamentarian**

Job Description

**PURPOSE:** To advise, counsel and respond to requests for constitutional or procedural advice from the governor, the district leadership team, club presidents and at all district meetings.

**QUALIFICATIONS:** The parliamentarian shall be appointed each year by the governor-elect prior to assuming office and should be someone who is an expert in parliamentary rules, procedure and debate and should be familiar with *Roberts Rules of Order Newly Revised* under which all district training sessions and meetings shall operate unless otherwise specified.

**DUTIES AND RESPONSIBILITIES:**

- ❖ Advise and counsel chairpersons at district functions on matters of parliamentary procedure.