

PVW

PARLIAMENTARIAN/PAST PRESIDENT JOB DESCRIPTION

DRAFT - 9/9/2025

Average Hours/month – TBD

Usually this position is occupied by the immediate past president

- Attends board meetings as a non-voting member.
- Studies and becomes knowledgeable about meeting procedures and Robert's Rules of Order, as well as PVW's By-Laws.
- Ensures meetings run fairly and smoothly according to the rules of order and PVW By-Laws.
- Provides advice and counsel to board members and the president, offering expertise on motions, votes, amendments and transparency in the decision-making process. Advice is generally not binding.
- Assists In drafting By-Laws.
- Maintains impartiality, similar to the impartiality required of the president. Specifically, the parliamentarian/past president should ordinarily not make motions, speak in debate, or vote.
- Leads a nominating committee to find candidates for current or soon to be vacant positions on the board/committee.