

Job Description

Parliamentarian

The Parliamentarian is appointed by the President and is responsible for the following:

- Becoming familiar with the Club's governing documents and established procedures.
- Becoming familiar with the coverages offered by the Club's insurance policies and, in conjunction with the Treasurer, reviewing the annual renewal of the Club's policies to help ensure that critical coverages have been retained.
- Becoming familiar with key legal requirements affecting the Club, including the California Nonprofit Mutual Benefit Corporation Law and Internal Revenue Service guidance relating to section 501(c)(7) organizations.
- Attending monthly Board meetings and, as requested, providing advice to the President (and other officers) on procedural and/or substantive issues that arise during the meetings.
- Providing advice, as requested by the President (and other officers), as to whether specific actions are consistent with the Club's governing documents and procedures.
- Coordinating with the President and the Treasurer concerning the status of the risk management programs adopted by the Club and related insurance coverage issues.
- Reviewing, at the request of the VP of Activities, proposed events to determine if they are covered by the Club's insurance.
- Providing advice, as requested by the President and/or the Executive Committee, concerning potential revisions to the Club's governing documents and procedures and, where so directed, drafting changes to the governing documents for review and approval by the Board or Executive Committee (as applicable).
- Providing advice, as requested by the President, on other issues that may impact the Club, its officers, or members.

To perform the role, it is helpful though not mandatory that the Parliamentarian have a legal background or is otherwise familiar and comfortable with legal documents, such as bylaws, contracts, statutes, and regulations.