

Granite Mountain Republican Women  
Job Description – Parliamentarian

The Parliamentarian shall:

1. Advise the officers, Executive Committee, Committee Chairmen and committee members and general membership on matters of parliamentary procedures, the bylaws, Standing Rules and Policies and Procedures
2. Be fully knowledgeable of the bylaws, standing rules and financial policies of GMRW and Robert's Rules
3. Instruct the Nominating Committee in its duties and conduct its elections of a Chair and Secretary
4. Attend all Executive Committee, Board and general membership meetings
5. Serve as a voting member of the Bylaws Committee
6. Shall attend all Executive Committee, Board and general membership meetings unless excused by the President