



# WESTERN PACIFIC RAILROAD MUSEUM

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|  | SECTION<br><b>VOLUNTEER POSITION<br/>DESCRIPTION</b> | SUBJECT<br><b>Parliamentarian</b> |
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**Position Title:** Parliamentarian

**Description/Purpose of Assignment:** The parliamentarian shall perform the specific tasks listed below plus the general duties and responsibilities of a parliamentarian for the board members. The parliamentarian serves a two-year term or as the president may desire.

**List of Tasks:**

- Become familiar with the Feather River Rail Society Bylaws, the Feather River Rail Society Board Policies and Procedures and with *Robert's Rules of Order Newly Revised*.
- Advise the Feather River Rail Society President and Feather River Rail Society members about parliamentary questions or procedures.
- Conduct training sessions on parliamentary procedure for board members at the request of the FRRS President.
- Chair a review committee of Feather River Rail Society Bylaws or the Feather River Rail Society Board Policies and Procedures as needed when they need to be reviewed or revised.
- Present any proposed changes to the Feather River Rail Society Board Policies and Procedures to the Feather River Rail Society Board of Directors for approval.
- Present any proposed changes to the Feather River Rail Society Bylaws to both the Feather River Rail Society Board and general membership for approval.
- Maintain copies of the Feather River Rail Society Bylaws and Feather River Rail Society Board Policies and Procedures.

The parliamentarian must study carefully and fully observe all procedures, rules and regulations related to parliamentarian duties.

**Outcomes/Goals:** The volunteer will know the assignments given to them and will have performed them successfully according to acceptable Feather River Rail Society policies and procedures.

**Training:** All volunteers are required to attend the volunteer training.

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| SECTION                                   | SUBJECT                |
|-------------------------------------------|------------------------|
| <b>VOLUNTEER POSITION<br/>DESCRIPTION</b> | <b>Parliamentarian</b> |

**Reporting:** All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time.

These positions report to the FRRS President and the FRRS Board of Directors.

**Time Commitment:** WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the committee.

Normally the parliamentarian is required to be present at board of director meetings. The parliamentarian should expect an on-going time commitment of approximately 3 - 5 hours per month.

On occasion, the volunteer should expect to travel to special events representing the museum.

**Qualifications Needed:** Parliamentarian candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the board of directors.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the parliamentarian position:

1. Parliamentarian

### **Other Documents:**

- FRRS Policies and Procedures
- Volunteer Manual
- *Robert's Rules of Order Newly Revised*

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