



Position Title: Convention Parliamentarian

Position Summary:

The 2022 convention parliamentarian will provide guidance and support in the areas of parliamentary procedure and Robert's Rules of Order for the business meetings that occur during convention. She will communicate with staff and volunteers coordinating the national chapter meeting and reporting at the chapter meeting, and will serve on the Minutes Approval Committee.

Term: November 2021 through August 31, 2022

Essential Role Responsibilities:

- Attend 2022 National Convention, including early arrival for meeting rehearsal
- Serve as parliamentarian during national chapter (business) meetings
- Publicly address the convention body for tasks such as reading the chapter meeting rules
- Assist with creating and reviewing the agenda, content and scripts for the national chapter meetings, as requested
- Liaise with the Legislative Committee as necessary in preparing proposed resolutions in preparation for convention
- Participate in training webinars and live sessions associated with the national chapter meetings
- Communicate with key stakeholders in the national chapter meeting, such the members of the National Council, convention secretary, Legislative Committee chair, Credentials Committee chair and the Courtesy Resolutions Committee
- Serve on the Minutes Approval Committee to ensure proper record of meeting proceedings

Working and Reporting Relationships:

The convention parliamentarian is a member of the National Chapter Meeting Committee. The parliamentarian will report to the National Chapter Meeting Committee chair, communicate with key stakeholders for the national chapter meetings, work with headquarters staff and other volunteers, and work independently on assigned projects.



Qualifications:

- Be an Alpha Chi Omega alumna member in good standing, preferably having previously attended convention
- Be well-versed in the practice of parliamentary procedure as defined by Robert's Rules of Order, Newly Revised (RONR), preferably certified under the National Association of Parliamentarians (see Certification Note below)
- Possess general knowledge of Alpha Chi Omega's governing documents
- Be able to work with a committee of staff and volunteers
- Have effective public speaking and written communication skills
- Be able to focus on details and meeting deadlines

Organization Expectations:

During the term, the volunteer will:

- Register to attend the biennial convention, paying the Fraternity guest convention registration rate
- Attend national convention, including rehearsals for the national chapter meeting
- Act in all ways impartial, neither entering into debate nor supporting/opposing any legislation or candidate for office
- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift that is meaningful and significant to her

Certification Note:

The National Association of Parliamentarians (NAP) offers three levels of certification:

- Member NAP: Passes a 200-question entrance exam based on RONR
- Registered Parliamentarian*: Passes five proctored exams based on RONR
- Professional Registered Parliamentarian*: Professional status option for advanced teaching and professional services based on RONR which requires two full days of in-person testing

*Both RP and PRP certifications require on-going CE courses during the year to remain proficient.