



UNC Staff Assembly Position Description

Parliamentarian

Qualifications

- A full-time staff member of the UNC system.
- Knowledgeable about the programs and activities of the UNC Staff Assembly.
- Knowledge of Robert's Rules of Order and parliamentary procedures.
- Excellent oral and written communication skills.
- Demonstrated ability to exercise good judgment.
- Ability to be a good facilitator.
- Fair, reasonable, and impartial.
- Committed to serving the common interests of the UNC Staff Assembly.
- Prior parliamentary experience is helpful.
- Ability to maintain day-to-day principal job functions while serving as Parliamentarian.

Term

The Parliamentarian shall serve for two years as defined by the bylaws.

General Description

The Parliamentarian shall advise the presiding officer on points of order and parliamentary inquiries and delegates on all matters of the parliamentary procedure according to the most recent published version of Robert's Rules of Order. The Parliamentarian will provide advice on conducting meetings according to the UNC Staff Assembly bylaws and procedures. This position will be seated next to the presiding officer in an advisory capacity.

The Parliamentarian's specific duties and responsibilities include but are not limited to:

- Serve as chair of any governance-related committee.
- Draft official bylaws change documents.
- Maintain current copies of Assembly bylaws and procedures.
- Attend all executive committee meetings.
- Attend Assembly meetings, functions, and events.
- Respond to all questions, concerns, or comments related to Robert's Rules of Order or parliamentary procedure.
- Review conflict of interest, Assembly mission, and any needed parliamentary procedures at each full-body meeting.
- Advise the Chairperson on parliamentary procedure.



Estimated Time Commitment Required

- Monthly executive committee meetings: 1-2 hours/month
- UNC Staff Assembly Meetings: a minimum of three in-person per year.
- Annual planning retreat: 2 days with travel
- Other committees and projects as defined by the Chairperson: 1-2 hour per month
- Chancellors' Cup Golf Tournament: 2 days with travel

Meetings

- Executive Committee Meetings as needed.
- UNC Staff Assembly Meetings: a minimum of 3 in-person per year.
- Faculty Assembly/UNC Staff Assembly Retreat: 2 days with travel.
- Other committee meetings as defined by the Chairperson.

Expense Policy

It is the policy of the UNC Staff Assembly to reimburse the Parliamentarian for all Assembly-related travel, according to established travel guidelines and mandates by System Office, required to fulfill the duties on the executive committee.