

Parliamentarian

Role Overview:

The Parliamentarian is appointed by the President, serving as an advisory, non-voting member of the Board and an ex officio member of the Executive Committee. The Parliamentarian provides guidance on parliamentary procedures, following *Robert's Rules of Order, Newly Revised*.

Key Responsibilities:

- **Advisory Role:**
 - Advise the President, Board of Directors, and Guild on parliamentary matters.
 - Carry out additional duties as assigned by the President.
 - **Meeting Attendance:**
 - Attend all Board, Guild, and required committee meetings.
 - **Website Review:**
 - Ensure public Guild website information related to this office is accurate and current. Send necessary changes to webmaster@heardguild.org.
 - **End-of-Year Duties:**
 - Review and update the office description on the Guild website, submitting changes to the Secretary and webmaster@heardguild.org.
 - Submit an annual report summarizing activities, including recorded motions and voting outcomes.
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Tasks:

- **Bylaws and Documents:**
 - Serve as Chair of the Bylaws Committee when convened.
 - Record all motions and voting outcomes at Board and General Membership meetings for the annual report.
 - Update Guild documents, such as Bylaws, Policy Statements, and Code of Ethics, and ensure they are uploaded to the Guild website and provided to the Secretary.
 - **Officer Installation:**
 - Oversee the installation of new officers at the end-of-Guild Year event.
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Timeline:

- **September–April:**
 - Carry out the responsibilities outlined above.
 - **April:**
 - Complete end-of-year tasks.
 - **May:**
 - Install new officers at the end-of-Guild Year event.
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The Heard Museum Guild Board encourages innovation and process improvement. Any new initiatives or changes should be discussed with the assigned Coordinator or Guild Executive Committee and, if needed, approved by the Guild Board or Museum.