



## **POSITION DESCRIPTION**

### ***KEHA State Parliamentarian***

#### **QUALIFICATIONS:**

The KEHA state parliamentarian will be appointed by the KEHA state president. Persons interested in this position shall express their interest to the President-elect in writing and include their qualifications. Must have written, verbal and organizational skills. Candidates must have general knowledge of Roberts Rules of Order Newly Revised.

#### **TERM OF OFFICE:**

The KEHA state parliamentarian shall serve for a term of three years or until a successor is appointed. The term of office will begin July 1 of the year of appointment. The appointee shall serve the same tenure as the president.

#### **GENERAL PURPOSE:**

- Serves as an aide to the president
- Serve as parliamentarian advisor to the KEHA Executive Board

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA
- Annual Meeting and any special called meetings
- Serve as a member of the Bylaws committee
- Serve as an aide to the KEHA president
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

**MENTOR:** KEHA President and University of Kentucky KEHA Advisor

**NOTE:** A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.