



# Parliamentarian

### Responsibilities:

- Understand proper 4-H parliamentary procedure.
- Teach Club members, leaders and parents how to use proper 4-H parliamentary procedure.
- Assist the President and other officers in preparing meeting agendas.
- Ensure proper 4-H parliamentary procedure is used at Club meetings.
- When requested by the President, give a Parliamentarian's report at Club business meetings and a written report to the Secretary.
- Keep information on parliamentary procedure and bring it to the Club meetings.
- Keep a copy of the Club constitution and bring it to Club meetings.
- Review the Club constitution yearly and make recommendations for updating.

