

**4-H Junior Leader Parliamentarian Officer Role Description**

**Qualifications:**

* Must have knowledge on how to keep order at club meetings following Robert’s Rule of Order
* Have previous leadership experience

**Skills:**

* Have an understanding about leading the club following parliamentary procedure
* Ability to communicate with others effectively
* Not afraid to speak up when club is out of order
* Positive attitude and team player

**Responsibilities:**

* Advise the President, or presiding officer, on parliamentary procedure.
* Help train all officers on how parliamentary procedure works.
* Make rulings during the business portion of the meetings.
* Arrive early before meetings to help set up.

**What you will gain from this:**

* Career readiness skills
* An understanding of how Parliamentary Procedure works for future business meetings
* Working with a team dynamic and how to run a meeting properly