



DOUGLAS COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Job Description for Douglas County 4-H Council Parliamentarian

The Douglas County 4-H Council Parliamentarian is a responsible leader who helps educate the membership in the use of Roberts Rules of Order to keep order during meetings.

Prerequisites for any Parliamentarian are that the member is:

- Enrolled in 4-H.
- Has been a member in good standing for at least 2 years in 4-H.
- Must be at least 14 years of age (“Senior” 4-H member) as of December 31 in the year of serving as an officer.
- Must have attended at least 2/3 of the council meetings during the previous year.

The duties of the Parliamentarian are as follows:

- Maintain order by assisting the officers in conducting each meeting following Roberts Rules of Order.
- Find creative ways to educate the membership on parliamentary procedure.
- Attend all council meetings and functions.
- Communicate appropriately with council officers, leaders, and extension office.
- Attend and assist at Achievement Night.
- Promote active participation of council members.
- Fully participate in and raising funds for the June Show.
- Assist in preparing and presenting Leadership Day.
- Attend and participate in Officer Retreat.
- Help council membership feel included, learn more about the 4-H program, and participate fully in council activities.