

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Executive Board Job Description

Role: Parliamentarian

Job Description:

Per By Laws:

- Responsible for maintaining order and following the procedures consistent with By Laws.

Other Duties Generally Performed:

- Attend General and Executive Membership meetings (must attend at least 50% of the meetings to be eligible for re-election),
- Facilitator of the bylaws and keeps meetings to allotted time on agenda at all meetings,
- Assist in review of the bylaws and standing rules no less than biennially, and
- Support as many PTG events as possible.

Time Commitment:

- 2 – 4 hours per month



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