

# Search for a Parliamentarian

## **NSTA is conducting a search for a Parliamentarian.**

Founded in 1944 (as the National Science Teachers Association), the **National Science Teaching Association** (NSTA) is the largest organization in the world committed transforming science education to benefit all through professional learning, partnerships and advocacy. NSTA has a current membership of nearly 40,000. The vast majority of members are K-12 teachers; however, members also come from the informal science education field, and are science supervisors, administrators, scientists, and business and industry representatives.

**Apply Today**

NSTA is guided by an Executive Director/CEO and Board of Directors, who meet throughout the year. During board meetings, there is a long-standing history of having a parliamentarian present. The parliamentarian has the duty of providing guidance at the board meetings pertaining to parliamentary rules and procedures.

## **Parliamentarian Position**

The NSTA Parliamentarian **position is a non-paying service position**. There are up to six to eight meetings a year, which are often held online (one to seven hours). There is potential for meetings to be held in-person. The parliamentarian will work with a variety of people, which includes being on call for questions from board members and providing assistance to NSTA committee leaders. The parliamentarian will work closely with the Executive Assistant to the Exec. Director/CEO. This appointment is for one year, with a possibility of renewal.

Qualified candidates will be **current NSTA Members** and have:

- Expertise in parliamentary procedure (i.e., certificates, trainings)
- Prior experience in a parliamentarian role (i.e., organizational, departmental)
- Ability to remotely connect to the meetings
- Ability to attend meetings during the day or evening
- Ability to be on-call
- Educative approach to this work

Additional preferred qualifications:

- Knowledge of NSTA
- Knowledge of education

To apply for the position, please visit the [NSTA website](#) to complete the application by February 18, 2024:

- One page application letter detailing experience and qualifications.
- Up to a five-page resume highlighting related work
- Contact information (email, phone) for two references

**All applications that are received will be acknowledged. The review of applications will begin on February 9th, 2024 , in order for the Parliamentarian to begin March 1, 2024 or earlier.**

If you have questions, please contact the NSTA President,  
Julie Luft, at [jaluft@uga.edu](mailto:jaluft@uga.edu)