

The **President** shall:

1. preside at all meetings of the KFRW and serve as Chairwoman of the KFRW Executive Committee and Board of Directors;
2. with the exception of the Nominating Committee, appoint all Standing and Special Committees Chairwomen subject to the approval of the KFRW Executive Committee;
3. appoint the KFRW Biennial Convention Committee Chairperson with the approval of the KFRW Executive Committee;
4. be an ex-officio member of all committees, except the Nominating Committee;
5. appoint a Chaplain, Corresponding Secretary, Parliamentarian, Presidential Advisor and Public Relations Director;
6. issue the Call for the KFRW Biennial Convention at least forty-five (45) days prior to the Convention;
7. issue the Call for the KFRW Executive Committee and the KFRW Board of Directors meeting at least thirty (30) days prior to the meetings;
8. sign checks in the absence of the Treasurer in accordance with the annual budget adopted by the KFRW Board of Directors;
9. replace inactive chairwomen with the approval of the KFRW Executive Committee;
10. be allowed yearly expenses as budgeted;
11. attend meetings of the Board of Directors of the NFRW as a voting member or appoint a proxy to represent her;
12. visit clubs;
13. perform all duties described in the Bylaws of the NFRW and such other duties as pertain to the office of the KFRW President;
14. appoint an Audit Committee of three members at the Fall Board meeting to audit the KFRW Treasurer's accounts at the close of the each fiscal year. This committee shall report to the Spring Board meeting after each audit;
15. obtain a complete membership list of all KFRW clubs and place such lists under irrevocable trust for the exclusive use of the State and National Federation as authorized by the KFRW Executive Committee;
16. submit a report of her presidential term to the KFRW Board of Directors;
17. Appoint at large delegates and alternates to the NFRW Convention.

All officers and all committee chairwomen and vice chairwomen shall deliver all records, files and properties of the Federation to their successors no later than fifteen (15) days before the new term begins.

The 1st Vice president shall:

- Serve as Chairwoman of the Programs Committee
- Make arrangements for meeting locations, meals, and housing if needed for Executive Committee and Board of Directors meetings
- Arrange for a speaker at meetings
- Provide details of meetings to the KFRW President at least 35 days prior to the meetings so President can issue the call
- Perform the duties of the President in her absence or inability to serve
- Perform such other duties assigned by the KFRW President and the KFRW Bylaws
- Is allowed yearly documented expenses

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The 2nd Vice President shall:

- Serve as Chairwoman of the Membership Committee.
- Provide resources and information to Club Presidents and Regional Directors promoting club growth and retention of existing members.
- Provide resources and assistance to Regional Directors regarding establishment of new clubs.
- Communicate with NFRW staff member in charge of membership and Membership Committee Chairwoman.
- Perform the duties of the President in her absence or inability to serve if the 1st Vice President is unavailable
- Perform such other duties assigned by the KFRW President and the KFRW Bylaws
- Is allowed yearly documented expenses

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The 3rd Vice President shall:

- Serve as Chairwoman of the Legislative Committee
- Organize KFRW Legislative Day
- Provide resources to club presidents and Regional Directors that enable and encourage club members to lobby legislators at the state and federal level for conservative legislation.
- Communicate with NFRW Legislative Committee Chairwoman
- Perform the duties of the President in her absence or inability to serve if the 1st and 2nd Vice Presidents are unavailable
- Perform such other duties assigned by the KFRW President and the KFRW Bylaws
- Is allowed yearly documented expenses

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The 4th Vice President shall:

- Serve as Chairwoman of the Fundraising Committee, planning ~~an annual~~ KFRW Fundraising events
- Communicate with NFRW Fundraising Committee Chairwoman
- Perform the duties of the President in her absence or inability to serve if the 1st, 2nd, and 3rd Vice Presidents are unavailable
- Perform such other duties assigned by the KFRW President and the KFRW Bylaws
- Is allowed yearly documented expenses

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The Recording Secretary shall:

1. record the minutes of all meetings of the KFRW Executive Committee and Board of Directors;
2. maintain a written record of all motions made, passed and pending;
3. email copies of the draft minutes to the KFRW Executive and Board Committee members, no later than fifteen (15) days after each KFRW Executive Committee meeting.
4. distribute minutes of the KFRW Executive Board meeting at the next KFRW Board of Directors meeting
5. present minutes of the KFRW Biennial Convention for approval at the next KFRW Executive Board Meeting.
6. serve as Chairwoman of the Committee to distribute those minutes to the next KFRW Biennial Convention as information
7. perform such other duties as may be assigned by the KFRW President.

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The Treasurer shall:

1. be custodian of all funds of the KFRW;
2. make bond sufficient to cover the maximum amount of funds likely to be in her possession. The cost of such bond will be paid by the KFRW.
3. collect all funds and deposit them in a bank approved by the KFRW Executive Committee.
4. disburse funds as directed by the KFRW Executive Committee or the Board of Directors in accordance with the annual budget;
5. submit books to the Audit Committee;
6. be ex-officio member of the Fundraising Committee;
7. prepare and sign a written financial report of receipts and disbursements;
8. email statements of dues to each club no later than January 15th with a past due notice to be sent by April 1st to the appropriate Regional Director, stating that the failure to remit dues by April 30th may result in loss of membership in the KFRW;
9. serve as Chairwoman of the Budget Committee and submit a budget for approval at the Fall Executive Committee meeting and the Fall Board of Directors meetings for formal approval;
10. perform such other duties as may be assigned by the KFRW President.
11. enter membership information, as submitted by each club, into the NFRW database

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The Corresponding Secretary shall:

1. attend all meetings of the KFRW with the same privileges as an elected officer;
2. conduct all general correspondence as directed by the KFRW President;
3. read all letters and communication at meetings as requested by the KFRW President;
4. perform such other duties as may be assigned by the KFRW President.

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The Chaplain shall:

1. attend all meetings of the KFRW with the same privileges as an elected officer;
2. offer the invocation and benediction as directed by the KFRW President.
3. perform such other duties as assigned by the KFRW President

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The Parliamentarian shall:

1. attend all meetings of the KFRW and general business meetings of the Biennial Convention with the same privileges as an elected officer;
2. advise the KFRW President, other officers, committees and members when requested, on matters of parliamentary procedure;
3. serve as Chairwoman of the Bylaws Committee
4. maintain a copy of each club's bylaws
5. perform such other duties as may be assigned by the President;

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The Presidential Advisor shall:

1. attend all meetings of the KFRW with the same privileges as an elected officer;
2. advise the KFRW President on matters pertaining to the KFRW
3. perform such other duties as assigned by the KFRW President

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The Public Relations Director shall:

1. attend all meetings of the KFRW with the same privileges as an elected officer;
2. promote awareness of the KFRW
3. send out press releases of KFRW events and publicize meetings
4. advise the President on public relations issues as needed
5. oversee the maintenance of the website
6. perform such other duties as may be assigned by the KFRW President.

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