

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

Corresponding Secretary - KFRW

Eligibility

The Corresponding Secretary is appointed by the KFRW President for a two-year term of office beginning January 1, of *odd* numbered years. She may not serve more than two consecutive terms in the same office. She must be a member in good standing, and be an active member by December 31, of the preceding year.

Job Duties:

1. Serve as a member of the Executive Committee and Board of Directors;
2. Conduct all general correspondence as directed by the KFRW President;
3. Report and read all letters and communication at meetings as requested by the KFRW President;
4. Maintain copies of all correspondence;
5. Always represents the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW including candidate campaign, county party activities, and KFRW, visit clubs as assigned by the KFRW President.
6. During an absence, notifies the President within 24 hours of planned absence (barring an emergency);
7. Performs such other duties assigned by the KFRW President and the KFRW Bylaws;

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 15 days before the new term begins. Officers shall submit a "task performance" guide of their position to their successor.