

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

1ST Vice President – KFRW President

Eligibility

The 1st VP is elected 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, or the preceding year. She must have served on the KFRW Board of Directors for a minimum of two years prior to nomination/election.

Job Duties:

1. Serve as Chair of the Programs Committee;
2. serve on the Executive Committee and Board of Directors.
3. Responsible for making all arrangements for meeting locations, meals, and housing if needed, for Executive Committee and Board of Directors Meetings;
4. Take reservations and notify President and Treasurer of number and names of registrants;
5. Collect payment for lunches and/or events, and provide Treasurer with a reconciliation of collections;
6. Assists in obtaining speaker(s) for meetings, as required;
7. Provides details of meetings to the KFRW President at least 35-days prior to the meeting date so President can issue the Call to Meeting announcement;
8. Performs the duties of President during any absence or inability to serve;
9. Represents the KFRW in a professional manner at all times and when called upon, provide leadership and support to all functions of the KFRW including candidate campaign, county party activities, and KFRW.
10. May represent the KFRW at clubs as assigned by the KFRW President.
11. 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.