

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

2nd Vice President – KFRW – **Rev. 2**

Eligibility

The 2nd 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 one year prior to nomination/election.

Job Duties:

1. Serve as Chair of the Membership Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Responsible for maintaining separate lists in Constant Contact of yearly paid (active, student, associate) members; clubs and members by region, club presidents, Executive Committee members, and board of director's members, showing name, address, phone, and email address (when available);
4. Works with the KFRW Treasurer in the maintenance of membership lists;
5. Coordinates with the KFRW Treasurer in monitoring clubs who have not paid annual dues and/or service fees to KFRW/NFRW;
6. Contacts those clubs who have not submitted annual dues by March 1; notifies the KFRW President and Regional Director of clubs who have not submitted dues;
7. Ensure the completion of any and all required reports of the KFRW and are given to the KFRW President in a timely manner to meet required deadlines for submission.
8. Work with Membership Committee in development and maintenance of up-to-date membership lists delineating members/clubs into regions.
9. Provides KFRW President with up-to-date membership counts quarterly;
10. Performs the duties of President during any absence of the President and 1st Vice President.
11. 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, and visit clubs as assigned by the KFRW President.
12. Develop an annual recruiting event and facilitate a recruiting and retention plan for all members.
13. Serves as Credentialing monitor at the KFRW Biennial Convention.
14. 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.