

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

3rd Vice President – Legislative Activities - KFRW

Eligibility

The 3rd 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. Serves as Chair of the Legislative Committee;
2. Serves on the Executive Committee and Board of Directors.
3. Reviews and maintains updates on legislative issues that the KFRW and NFRW are interested in (including NFRW Action Alerts), and reports legislative activity to KFRW where applicable;
4. Performs duties of the President in her absence or inability to serve if the 1st and 2nd Vice Presidents are unavailable;
5. Coordinates the annual Legislative Day for KFRW in Frankfort, including day/time, speakers, lunch, reserves meeting rooms;
6. 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; visit clubs as assigned by the KFRW President.
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.