

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

4th Vice President – Fundraising - KFRW

Eligibility

The 4th 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, of 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 Fundraising Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Responsible for the fundraising activities of the KFRW, which may include an annual fundraiser, and coordination of the Biennial Convention Fundraiser;
4. Maintains financial records of participants in each event and coordinated with the KFRW Treasurer on same;
5. May sign contracts for event rental space with approval of the KFRW President and or Treasurer;
6. Secures, through committee structure, event location, menus, speakers (as necessary), and other activities involved with an event;
7. Responsible for all fundraising activities in coordination with the Executive Committee and the Fundraising Committee;
8. Performs duties of the President in her absence or inability to serve if the 1st, 2nd or 3rd Vice Presidents are unavailable;
9. 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.
10. 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.