

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

President – KFRW

Eligibility

The President of KFRW 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. Preside at all meetings of the KFRW and serve as Chair of the KFRW Executive Committee and Board of Directors;
2. With the exception of the Nominating committee, she selects the Appointed Officers, and chairs of Special committees as outlined in the Bylaws, and as necessary appoints Ad Hoc committee chairs, with the approval of the Executive Committee;
3. Appoint the KFRW Biennial Convention Committee Chair with the approval of the Executive Committee;
4. appoint an Audit Committee
5. of three members at the Fall board meeting to audit the KFRW Treasurer's accounts at the close of each calendar year. Accept report of committee
6. Serve as ex-officio voting member of all committees except Nominating;
7. Replace inactive chairs with the approval of the KFRW Executive Committee and in accordance with the KFRW Bylaws
8. Sign checks in the absence of the Treasurer in accordance with the annual budget adopted by the KFRW Board of Directors;
9. Receive expenses as budgeted;
10. Visit clubs as much as possible, and ensure that each club is visited by a KFRW officer or another designee at least annually;
11. Issue the Call for the KFRW Executive Committee and the KFRW Board of Directors meetings at least thirty (30) days prior to the meetings;
12. Issue the Call for the KFRW Biennial Convention at least 45-days prior to the Convention;
13. Maintain a complete list of KFRW members and ensure that membership lists are not released to anyone except paid KFRW members;
14. Attend meetings of the NFRW Board of Directors as a voting member representing KFRW or appoint a proxy to represent her;
15. Appoint at-large delegates and alternates to the NFRW Convention;
16. Submit a report of her presidential term to the KFRW Board of Directors;
17. Perform all duties described in the Bylaws of the NFRW and KFRW and such other duties as pertain to the office of the KFRW President.

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.