

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

Recording Secretary - KFRW

Eligibility

The Recording Secretary 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 on the Executive Committee and Board of Directors;
2. Responsible for maintaining records (via hard copies or other means that allow for review and are available and retrievable as requested), of the KFRW Executive Committee and Board of Director's meetings;
3. Hard copy of minutes is requested to be kept in a bound notebook;
4. Responsible for all official documents, except those specifically assigned to others, and when term ends, turns over all documents to the incoming Recording Secretary in a timely manner so as to maintain continuity of records.
5. All minutes/records are open to the membership for inspection as requested by a member;
6. Recording of Minutes:
 - A. Minutes will be typed; should be sent via email to members prior to a meeting and voted on acceptance at the meeting;
 - B. Minutes will include a financial report prepared by the Treasurer
 - C. List of committees reporting – generally citing activities during previous quarter;
 - D. Committee reports are filed with the Recording Secretary and maintained as part of the records of the KFRW
 - E. Record main motion only, not those lost or withdraws;
 - F. Record members present;
7. Materials to be maintained include, but are not limited to the following:
 - A. Minute's book
 - B. Copy of current KFRW and NFRW Bylaws, standing rules, job descriptions
 - C. List of officers and Chairwomen
 - D. List of current Executive Committee
 - E. List of current Board members
 - F. Current calendar
 - G. President's agenda for meeting(s)
8. Responsibility during a meeting
 - A. Record events of each meeting and compile written report; send to President and Executive Committee for approval before submitted to membership for approval at subsequent meeting,
 - B. Give review of prior meeting's minutes for approval by Executive Committee or Board
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.

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10. During an absence, notifies the President within 24 hours of planned absence (barring an emergency);
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.