

**KENTUCKY FEDERATION OF REPUBLICAN WOMEN**  
**JOB DESCRIPTION**  
**November 8, 2019**

Regional Director – KFRW

Eligibility

A Regional Director is elected by members of the clubs active within an assigned Region at a meeting held in odd-numbered years. The Director must be an active member of a club within the region for which she is nominated. Term of office shall be two years and she can serve no more than two consecutive terms of office.

Job Duties:

1. Serves as a member of the Executive Committee and Board of Directors;
2. Presides at all meetings of the Region;
3. Meets with potential members of a start-up club within her region;
4. Assists in the formation of new clubs within her region and coordinates with the KFRW President and Treasurer in the formation;
5. Serves as the liaison of communication between the KFRW and her regional clubs;
6. Attends club meetings within her region;
7. Attends all meetings of the KFRW Executive Committee and Board of Directors;
8. Coordinates and chairs a Regional meeting at least annually for training and information sharing;
9. Sends the “call” for regional meeting at least 30-days prior to the meeting date to all regional club’s presidents and KFRW President;
10. Prepares written report of region’s activities and presents at KFRW Executive Committee meetings and Board meetings;
11. 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;
12. During an absence, notifies the President within 24 hours of planned absence (barring an emergency);
13. Performs such other duties assigned by the KFRW President and the KFRW Bylaws;

Regional Directors 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.