

KENTUCKY FEDERATION OF REPUBLICAN WOMEN

JOB DESCRIPTION

November 8, 2019

Regional Vice-Director - KFRW

Eligibility

A Regional Vice-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 Board of Directors;
2. Assumes the duties of Regional Director during any absences or in the event the Regional Director is unable to fulfill her duties;
3. Assists the Regional Director in the fulfillment of duties as assigned;
4. Attends all meetings of the KFRW Board of Directors;
5. Becomes familiar with the NFRW rules pertaining to formation of a new club;
6. 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;
7. During an absence, notifies the Regional Director and KFRW President within 24 hours of planned absence (barring an emergency);
8. Performs such other duties assigned by the KFRW President and the KFRW Bylaws;

Regional Vice-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.