

KENTUCKY FEDERATION OF REPUBLICAN WOMEN
JOB DESCRIPTION
November 8, 2019

Treasurer – KFRW – Rev. 2

Eligibility

The Treasurer 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 two years prior to nomination/election.

Job Duties:

1. Serve as Chair of the Budget committee for the KFRW and prepare an annual budget to be presented and approved at the Fall Board of Director's meeting for following year's budget;
2. Serve on the Executive Committee of the KFRW;
3. Serve as custodian of all funds of the KFRW;
4. Collect funds as required by the Executive Committee and or Board (i.e., event funds, club dues payable to KFRW and NFRW);
5. Disperse funds as approved and required by the Executive Committee and or Board of Directors as allocated in the annual budget;
6. Collection of Club's dues and service charges:
 - A. Dues collected from club treasurers are deposited into KFRW accounts;
 - B. NFRW dues: upload membership changes as submitted and paid by club treasurers, obtain invoice from NFRW website and submit payment for NFRW club fees and dues by KFRW check, debit, or credit card.
 - C. New and renewing club member's dues may be collected and submitted to KFRW/NFRW through October 31. Dues submitted November 1, or after will not be submitted to KFRW or NFRW until January 1, of the following year.
 - D. Service fees for both KFRW and NFRW are reported for each club at Executive Committee meetings;
 - E. A list of each club's current members, recurring and new members will be sent monthly to the 2nd VP Membership for her entry into the Constant Contact records;
7. Send notice of nonpayment of club dues and fees, via email, to each club's treasurer and copy to 2nd VP Membership; report to Executive Committee clubs who have not paid dues or fees;
8. Prepare and maintain financial reports to be presented quarterly at Executive Committee Meetings and semi-annually at Board of Director's meetings;
9. Maintain a current list of each KFRW club and their current paid membership;
10. Prepare all financial records of the preceding year, by January 15, and make available for annual financial review by KFRW audit review committee;
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, visit clubs as assigned by the KFRW President.

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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;

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.