

# KFRW Job Descriptions

**Job Title:** President- KFRW

**Reports to:**

**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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of two years prior to nomination/election.

**Elected**

**Date:**

**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, select the Appointed Officers, and Chairs of Appointed 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 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
5. Serve as ex-officio voting member of all committees except Nominating;
6. Replace inactive chairs with the approval of the KFRW Executive Committee and in accordance with the KFRW Bylaws
7. Sign checks in the absence of the Treasurer in accordance with the annual budget adopted by the KFRW Board of Directors;
8. Receive expenses as budgeted;
9. Visit clubs as much as possible, and ensure that each club is visited by a KFRW officer or another designee at least annually;
10. Issue the Call for the KFRW Executive Committee and the KFRW Board of Directors meetings at least thirty (30) days prior to the meetings;
11. Issue the Call for the KFRW Biennial Convention at least 45-days prior to the Convention;
12. Maintain a complete list of KFRW members and ensure that membership lists are not released to anyone except paid KFRW members;
13. Attend meetings of the NFRW Board of Directors as a voting member representing KFRW or appoint a proxy to represent her;
14. Appoint at-large delegates and alternates to the NFRW Convention;
15. Submit a report of her presidential term to the KFRW Board of Directors;
16. Perform all duties described in the Bylaws of the NFRW and KFRW and such other duties that 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.

**Job Title:** 1st Vice President- KFRW

**Eligibility:** The 1st VP 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**Job Duties:**

1. Serve as Chair of the Programs Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Be responsible for making all arrangements for meeting locations, meals, and housing if needed, for Executive Committee and Board of Directors Meetings;
4. Take reservations and notify President and Treasurer of number and names of registrants;
5. Collect payment for lunches and/or events, and provide Treasurer with a reconciliation of collections;
6. Provide nametags for meetings;
7. Assist in obtaining speaker(s) for meetings, as required;
8. Provide details of meetings to the KFRW President at least 35-days prior to the meeting date so President can issue the Call to Meeting announcement;
9. Perform the duties of President during any absence or inability to serve;
10. Represent the KFRW in a professional manner at all times and when called upon, provide leadership and support to all functions of the KFRW including candidate campaign, county party activities, and KFRW.
11. May represent the KFRW at clubs as assigned by the KFRW President.
12. Perform 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.

**Job Title:** 2nd Vice President- KFRW

**Eligibility:** The 2nd VP 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**Job Duties:**

1. Serve as Chair of the Membership Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Maintain separate lists in Constant Contact of active, and associate members showing name, address, phone, and email address (when available);
4. Work with the KFRW Treasurer in the maintenance of membership lists;
5. Coordinate with the KFRW Treasurer in monitoring clubs who have not paid annual dues and/or service fees to KFRW/NFRW;
6. Contact those clubs who have not submitted annual dues by March 1; notify the KFRW President and Regional Director of clubs who have not submitted dues;
7. Ensure the completion of any and all required reports of the KFRW and are given to the KFRW President in a timely manner to meet required deadlines for submission.
8. Work with Membership Committee in development and maintenance of up-to-date membership lists delineating members/clubs into regions.
9. Provide KFRW President with up-to-date membership counts quarterly;
10. Perform the duties of President during any absence of the President and 1<sup>st</sup> Vice President.
11. Represent the KFRW in a professional manner at all times, and when called upon, provide leadership and support to all functions of the KFRW including candidate campaign, county party activities, and KFRW, and visit clubs as assigned by the KFRW President.
12. Develop an annual recruiting event and facilitate a recruiting and retention plan for all members.
13. Perform 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.

**Job Title:** 3rd Vice 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**Job Duties:**

1. Serve as Chair of the Legislative Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Review and maintain updates on legislative issues that the KFRW and NFRW are interested in and report legislative activity to KFRW where applicable;
4. Share Action Alerts from NFRW and state issues in a timely manner;
5. Provide clubs with tools to advocate for issues at the local, state, and federal level;
6. Perform duties of the President in her absence or inability to serve if the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents are unavailable;
7. Coordinate the annual Legislative Day for KFRW in Frankfort, including day/time, speakers, lunch, reserved meeting rooms;
8. Represent the KFRW in a professional manner at all times 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.
9. Perform 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.

**Job Title:** 4th Vice President- KFRW

**Eligibility:**The 4th VP 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**Job Duties:**

1. Serve as Chair of the Fundraising Committee;
2. Serve on the Executive Committee and Board of Directors.
3. Responsible for the fundraising activities of the KFRW, which may include an annual fundraiser, and coordination of the Biennial Convention Fundraiser;
4. Maintain financial records of participants in each event and coordinated with the KFRW Treasurer on same;
5. May sign contracts for event rental space with approval of the KFRW President and or Treasurer;
6. Secure, through committee structure, event location, menus, speakers (as necessary), and other activities involved with an event;
7. Responsible for all fundraising activities in coordination with the Executive Committee and the Fundraising Committee;
8. Perform duties of the President in her absence or inability to serve if the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Vice Presidents are unavailable;
9. Always represent 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.
10. Perform 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.

**Job Title:** Recording Secretary-KFRW

**Reports to:**

**Eligibility:** The Recording Secretary 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Maintain digital records of all hard copy documents.
3. Keep a bound notebook; including:
  - hard copies of all minutes; copy of current KFRW and NFRW Bylaws; job descriptions; list of current Executive Committee; list of current Board members; current calendar; president's agenda for meeting(s)
4. All minutes/records are open to the membership for inspection as requested by a member;
5. Record Minutes in the following manner:
  - a. Minutes will be typed; should be sent via email to members upon approval by President , prior to a meeting and presented at the scheduled meeting
  - b. Minutes will include a financial report prepared by the Treasurer
  - c. Committee reports and Regional Director reports are filed with the Recording Secretary and maintained as part of the records of the KFRW
  - d. Record main motion only, not those lost or withdrawn
  - e. Record members present
6. Always represent 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.
7. During an absence, notifies the President within 24 hours of planned absence (barring an emergency);
8. Perform 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.

**Job Title:**Treasurer- KFRW

**Eligibility:** The Treasurer 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 of the preceding year. She must have served on the KFRW Board of Directors for a minimum of one year prior to nomination/election.

**Elected**

**Date:**

**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 meeting for following year's budget;
2. Serve as a member of the Executive Committee and Board of Directors of the KFRW;
3. Serve as custodian of all funds of the KFRW;
4. Make bond enough to cover the maximum amount of funds likely to be in her possession; KFRW will secure appropriate bonds;
5. Collect funds as required by the Executive Committee and or Board (i.e., event funds, club dues payable to KFRW and NFRW);
6. Disperse funds as approved and required by the Executive Committee and or Board of Directors as allocated in the annual budget;
7. Collect Club's dues and service charges:
  8. Dues collected from club treasurers are deposited into KFRW accounts;
  9. NFRW Dues and service fees are submitted to NFRW and recorded on the NFRW data base as required – keeping track of current members;
  10. New and renewing club member's dues may be collected and submitted to KFRW/NFRW throughout the year. Clubs should not submit dues after November 1 when dues will be applied to the next year's membership;
  11. Service fees for both KFRW and NFRW are reported for each club;
  12. A list of each club's current members will be sent monthly to the 2<sup>nd</sup> VP Membership for entry into the Constant Contact records;
13. Send notice of late payment of club dues to each club's treasurer and copy to 2<sup>nd</sup> VP Membership;
14. Prepare and maintain financial reports to be presented quarterly at Executive Committee Meetings and semi-annually at Board of Directors meetings;
15. Maintain current list of each KFRW club and their current paid membership;
16. Prepare all financial records by January 15 of preceding year and make available for annual financial review by KFRW audit review committee;
17. Always represent 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.
18. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
19. Perform 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.



**Job Title:** Corresponding Secretary- KFRW

**Under the direction of:** KFRW President

**Eligibility:** The Corresponding Secretary of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Conduct all general correspondence as directed by the KFRW President;
3. Report and read all letters and communication at meetings as requested by the KFRW President
4. Maintain copies of all correspondence;
5. Always represent 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.
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform 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.

**Job Title:** Chaplain- KFRW

**Under the Direction of: KFRW President:**

**Eligibility:** The Chaplain of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Offer the invocation as directed by the KFRW President at all meetings;
3. Prepare and conduct a Memorial at each Biennial Convention that recognizes the KFRW members who have passed since the previous convention;
4. Always represent 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.
5. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
6. Perform such other duties assigned by the KFRW President and the KFRW Bylaws;

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**Job Title:** Parliamentarian- KFRW

**Under the Direction of:** KFRW President

**Eligibility:** The Parliamentarian 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 of the preceding year.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Serve as Chair of the Bylaws committee;
3. Advise the KFRW President, officers, committees and clubs when requested, on matters of parliamentary procedure;
4. Ensure that appropriate parliamentary procedures are carried out in all meetings of the KFRW, and committees of the KFRW, based upon the most current version of Robert's Rules of Order Newly Revised;
5. Ensure that during the Biennial convention appropriate parliamentary rules based on Robert's Rules of Order are followed;
6. Maintain a copy of each club's bylaws;
7. Review and edit as necessary, new club bylaws to be submitted to NFRW for Charter;
8. Always represent 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.
9. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
10. Perform 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.

**Job Title:** Presidential Advisor- KFRW

**Under the direction of:** KFRW President

**Eligibility:** The Presidential Advisor of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Advise the KFRW President on matters pertaining to the KFRW;
3. Always represent 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.
4. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
5. Perform 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.

**Job Title:** Public Relations Director- KFRW

**Under the direction of:** KFRW President

**Eligibility:** The Public Relations Director of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Coordinate with the 2<sup>nd</sup> VP Membership and the Treasurer to ensure that an up-to-date list of paid members and clubs is maintained in the Constant Contact records
3. Send press releases of KFRW events and publicize meetings through use of Constant Contact email;
4. Oversee the maintenance of the KFRW website and Constant Contact;
5. Oversee all social media of the KFRW;
6. Oversee/delegate publication of e-newsletters;
7. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
8. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
9. Perform 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.

**Job Title:** Regional Director- KFRW

**Under the direction of:** KFRW President

**Eligibility:** The Regional Director of KFRW is appointed for a two-year term of office beginning January 1, of *even* 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.

### **Appointed**

**Date:**

### **Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Preside at all meetings of the Region;
3. Meet with potential members of a start-up club within her region;
4. Assist in the formation of new clubs within her region and coordinates with the KFRW President, 2nd Vice President, and Treasurer in the formation;
5. Serve as the liaison of communication between the KFRW and her regional clubs;
6. Contact each club president monthly;
7. Attend club meetings within her region;
8. Attend all meetings of the KFRW Executive Committee and Board of Directors;
9. Coordinate and chair a Regional meeting at least annually for training and information sharing;
10. Sends the "call" for regional meetings at least 30-days prior to the meeting date to all regional clubs presidents.
11. Prepare written report of region's activities and presents at KFRW Executive Committee meetings and Board meetings;
12. Always represent 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;
13. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
14. Perform 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.

**Job Title:** Regional Vice Director- KFRW

**Under the direction of:** KFRW President

**Eligibility:** The Regional Vice Director of KFRW is appointed for a two-year term of office beginning January 1, of *even* 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Board of Directors;
2. Assume the duties of Regional Director during any absences or in the event the Regional Director is unable to fulfill her duties;
3. Assist the Regional Director in the fulfillment of duties as assigned;
4. Attend all meetings of the KFRW Board of Directors;
5. Become 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, notify the Regional Director and KFRW President within 24 hours of planned absence (barring an emergency);
8. Perform 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.

**Job Title:** Achievement Awards Chair

**Under the direction of:** KFRW President

**Eligibility:** The Achievement Awards Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Promote the NFRW Achievement Awards to KFRW club president;
3. Serve as a resource to clubs regarding Achievement Awards, utilizing information from NFRW website;
4. Receive and review all Achievement Awards submissions; send to KFRW President for submission to NFRW;
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform 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.



**Job Title:** Americanism Committee Chair

**Under the direction of:** KFRW President

**Eligibility:** The Americanism Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Promote ideas to show patriotism and respect for the American flag;
3. Serve as a resource to clubs regarding Americanism programs, utilizing information from NFRW website;
4. Encourage clubs to promote Americanism in local communities;
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform 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.

***MEMBER TIP:** Download member resources for the Americanism program by logging in and visiting the [Digital Resource Library](#).*

**Job Title:** Armed Services Committee Chair

**Under the direction of:** KFRW President

**Eligibility:** The Armed Services Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Identify and recognize, through local clubs, members who are veterans;
3. Promote veterans to run for political offices at all levels;
4. Inform local clubs of significant developments within the Department of Defense, Veterans Administration, and military agencies;
5. Serve as an information sharing conduit to local clubs, fostering project ideas;
6. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
7. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
8. Perform 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.

**RESOURCES**

[NFRW Armed Services Pamphlet](#) [PDF, 9 pages, March 2020]

**Job Title:**Caring For America Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Caring for America Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Encourage clubs to participate in at least one community service project;
3. Encourage clubs to publicize community service projects;
4. Encourage clubs to submit Caring for America projects to NFRW for publicity on the website and also for NFRW Convention awards;
5. Serve as an information sharing conduit to local clubs, fostering project ideas;
6. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
7. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
8. Perform 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.

**MEMBER TIP:** *Download member resources for the Caring for America program by logging in and visiting the [Digital Resource Library](#).*

**Job Title:**Campaign/Political Education Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Campaign/ Political Education Committee Chair of KFRW is appointed 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.

### **Appointed**

**Date:**

### **Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Encourage clubs to volunteer in campaign activities for local, state, and federal elections;
3. Encourage clubs to sponsor or participate in NFRW Campaign Management School;
4. Encourage clubs to keep track of campaign hours and report them to KFRW and NFRW for Campaign Volunteer Awards;
5. Serve as an information sharing conduit to local clubs;
6. Work with Lincoln Legacy Circle Chair to propose, for approval by Executive Committee, allocations to state Republican political candidates;
7. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
8. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
9. Perform 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.

**MEMBER TIP:** *Download member resources for the Campaigns and Elections program by logging in and visiting the [Digital Resource Library](#).*

**Job Title:**Literacy Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Literacy Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Promote literacy by informing clubs of NFRW Literacy Projects they can adopt, including the Mamie Eisenhower Literacy Project where clubs donate books from the MELP list and donate to local schools and institutions;
3. Promote literacy by encouraging members to read historic and political books;
4. Serve as an information sharing conduit to local clubs regarding literacy;
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform 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.

**Job Title:**Outreach Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Outreach Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Develop a close working relationship with state Republican parties;
3. Encourage KFRW members to become active in local county party meetings;
4. Encourage use of social media by all clubs and KFRW;
5. Encourage KFRW members to be active in their local communities and organizations;
6. Encourage clubs to publicize events and club activities in local media;
7. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
8. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
9. Perform 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.

**Job Title:**Scholarship Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Scholarship Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Publicize KFRW Scholarship information to all high schools in Kentucky sharing the following criteria: The Kentucky Federation of Republican Women (KFRW) will seek to grant one scholarship annually in the amount of \$1,500.00 to a college-bound high school senior girl who has been politically active within the Republican Party during her high school career. The qualified applicant will graduate from a Kentucky high school, is a registered Republican and plans to enroll at an accredited college or university in Kentucky. Application instructions: Return a completed application to the Chair by a date to be defined annually;
  - a. Submit a one page typed essay about a Republican woman you admire or who has had an influence on your life and why;
  - b. An official copy of high school transcript (may be mailed separately)
  - c. Two letters of recommendation
3. Recruit members for the Scholarship Committee, who will review all applicants and select one to be presented at a KFRW Board meeting or at the biennial convention
4. Inform the KFRW Treasurer of who was selected as the recipient and instructions for sending the scholarship check in the amount of \$1500 payable to the university requested.
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform such other duties assigned by the KFRW President and the KFRW Bylaws;

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**Job Title:**Youth Outreach Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Youth Outreach Committee Chair of KFRW is Appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Assist clubs with developing plans to reach college and high school students and bring them into the local clubs as student members;
3. Work with Young Republican clubs/Professionals to develop involvement with the Federation and the local clubs;
4. Share resources from the NFRW Youth Outreach Committee with KFRW clubs;
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform such other duties assigned by the KFRW President and the KFRW Bylaws;

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**Job Title:**Club Presidents Director

**Under the direction of:** KFRW President

**Eligibility:**The Club Presidents Director of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Meet with club presidents via Zoom, conference call, or in-person at a minimum of four (4) times annually.
3. Serve as liaison between the KFRW and club presidents in carrying out the role of president.
4. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
5. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
6. Perform 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.

**Job Title:** Technical/IT Committee Chair

**Under the direction of:** KFRW President:

**Eligibility:** The Technical/IT Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Set up and monitor operations for meetings held electronically (i.e., Zoom, conference calls, etc).
3. Ensure that all links to electronic meetings are sent in a timely manner to all necessary participants.
4. Maintain an account that allows for meetings to be held electronically.
5. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
6. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
7. Perform 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.

**Job Title:**Leadership Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Leadership Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Be familiar with leadership materials available on the NFRW web page and assist KFRW members in accessing this information.
3. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
4. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
5. Perform such other duties assigned by the KFRW President and the KFRW Bylaws;

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**Job Title:**Lincoln Legacy Circle Committee Chair

**Under the direction of:** KFRW President

**Eligibility:**The Lincoln Legacy Circle Committee Chair of KFRW is appointed 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.

**Appointed**

**Date:**

**Job Duties:**

1. Serve as a member of the Executive Committee and Board of Directors;
2. Develop special activities for LLC members;
3. Conduct an annual membership drive for the Lincoln Legacy Circle, sending donations to KFRW Treasurer for deposit;
4. Attend KFRW club functions as required and asked; prepare literature and application forms for membership in the LLC;
5. Work with Campaign Committee Chair to present for approval by the KFRW Executive Committee, proposed allocations to state Republican party candidates;
6. Always represent the KFRW in a professional manner, and when called upon, provide leadership and support to all functions of the KFRW;
7. During an absence, notify the President within 24 hours of planned absence (barring an emergency);
8. Perform such other duties assigned by the KFRW President and the KFRW Bylaws;

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Club Presidents:

NFRW has developed the following tools and resources to assist you as you get started.

If you have additional questions, please contact us at [membership@nfrw.org](mailto:membership@nfrw.org), and best wishes!

- [Incoming Club President Orientation List](#) [PDF, 3 pages, February 2018]

#### CHECKLIST FOR SUCCESS

- Make sure each current club member is signed up for the NFRW's free email network. This email network is the NFRW's primary means of communicating with members. If a member is not receiving NFRW emails, please contact us for assistance. [NFRW Member Support](#)
- Send your national member dues and club service charge to your state in a timely fashion. Associated deadlines are available on the NFRW Deadlines Calendar. [NFRW Deadlines Calendar](#)
- Start working on the Club Achievement Awards program and other awards opportunities. The Achievement Awards program allows Republican women's clubs to follow a similar path as far as programs are concerned and ensures that everyone is on the same page. It is also an excellent way to garner much-deserved recognition for your club. [NFRW Awards](#)
- Make sure you know your club and state bylaws, and are familiar with national bylaws and policies and procedures. [NFRW Bylaws](#) [NFRW Policies and Procedures](#)
- Familiarize yourself with the various NFRW programs that are available to you and your club. [NFRW Programs](#)
- Start a web site if you don't already have one, and consider exploring social media opportunities like Facebook and Twitter. The NFRW Technology Committee can answer questions and help point you in the right direction. [Contact the Technology Committee](#)
- Get to know the NFRW staff. We're here to help with any questions or suggestions you may have. [NFRW Staff](#)
- Stay in contact with your state. Your state is your primary link to the NFRW. [State Federations](#)