

OFFICER REQUIREMENTS & DUTIES KEYSTONE FEDERATED REPUBLICAN WOMEN

REQUIREMENTS OF ALL OFFICERS

1. Only primary members in good standing shall be eligible to hold office in the Keystone Federated Republican Women (KFRW) Club.
2. Attend monthly Membership Meetings, currently 4th Mondays at 7 pm.
3. Attend monthly Executive Committee meetings, currently 2th Wednesdays beginning at 5:30 pm.
4. Attend annual Planning Retreat, either in early December or January, held either on a Saturday or Sunday, and replaces the December Executive Committee meeting.
5. Maintain accurate, complete and legible records and deliver all records, files and properties of the Club to their Successors in office within one month after retiring from office.
6. Act in a professional way when representing KFRW at community events and functions.
7. Only with Executive Committee knowledge and approval, other than the President, should one represent KFRW in any written correspondence, emails, text messages, public comments, public relations and media releases, etc., outside of the club membership and/or committee members.

EXECUTIVE COMMITTEE

1. The Executive Committee consists of the elected Officers, the immediate past President, and the Parliamentarian (non-voting member).
2. The Executive Committee has authority to transact any necessary business between Club meetings, change a meeting date in an emergency, make recommendations as to policies of the Club; advise the President and fill vacancies other than the office of the President.
3. In the event the President is unable to serve, a VP shall assume the office of President or if no VP is available to serve there shall be an election from the membership.
4. A vice-president or another elected officer, in respective order, may act in the absence of the president.
5. The Executive Committee approves the appointments by the President.
6. The Executive Committee shall meet at the call of the President or upon request of a majority of the members of the Executive Committee.

Note: If any KFRW officer misses three (3) consecutive membership meetings and/or Executive Committee meetings they are subject to removal.

OFFICERS AND THEIR DUTIES

The officers of the KFRW Club shall be President, Vice President (up to four), Secretary, and Treasurer. (Only 4 officers are required.)

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President Duties:

1. Preside at all meetings of the Club and Executive Committee.
2. Have general supervision of the work of the Club.
3. Appoint all committees and Committee chairpersons, except the Nominating Committee, with Executive Committee approval.
4. Be an ex-officio member of all committees, except the Nominating Committee.
5. Co-sign checks, with the Treasurer, that are in excess of \$500.00.
6. Sign all checks in the absence of the Treasurer and be an authorized signer on Club bank account.
7. Represent the organization at all times, or may designate someone as representative in her absence or inability to do so.
8. Serve as the coordinator between the Club and the Florida Federation.
9. Appoint a Parliamentarian, Historian, Chaplain, and all Special Committee Chairpersons.
10. Appoint a Budget Committee annually to consist of the President, Treasurer, and one additional member from the Executive Committee, which will submit a budget for membership approval.
11. Appoint a Review Committee to review the books of the Treasurer on a yearly basis.
12. Fill the vacancies of delegates and alternates to the FFRW and NFRW Conventions.
13. Hold under irrevocable trust for the exclusive use of KFRW, FFRW and NFRW, the complete membership lists as provided by the NFRW's Bylaws under **"Duties of the Treasurer."**

Vice President(s) Duties: (Optional number of VPs, up to four, and possible duties listed below)

In order, temporarily perform the duties of the President in her absence or inability to serve, and perform other duties as may be assigned by the President.

1. **Vice President – Membership:**
 - a. Working with the Treasurer, maintain accurate records of Membership.
 - b. Assist Treasurer in contacting members and collecting annual dues.
 - c. Chair Membership Committee.
2. **Vice President – Programs:**
 - a. Obtain and schedule speakers for events.
 - b. Follow-up on availability of speakers.
 - c. Assure availability of necessary items that will be required by the speaker such as microphones, stands, etc.
3. **Vice President – Ways and Means:**
 - a. Schedule fundraising events.
 - b. Maintain accurate records of all funds raised for the Club.

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4. Vice President – Public Relations:

- a. Chair Newsletter Committee.
- b. Assure photography at all events.
- c. Assure publicity for all events.
- d. Chair Scrapbook Committee.

Secretary Duties:

1. Record and keep accurate minutes of all Executive Committee meetings and meetings of the Club where voting is required and provide a copy of all minutes to the President.
2. Be custodian of all records and papers of the Club, except those that pertain to some other office or committee.
3. Conduct the correspondence of the Club as requested.
4. Send out notices of special meetings.
5. Retain copies of all official FFRW and NFRW correspondence and resolutions.
6. Perform such other duties as may be assigned by the President.

Treasurer Duties:

1. Be custodian of all funds of the Club and disburse them as authorized by the President and one other officer.
2. Deposit all funds of the Club in a bank approved by the Executive Committee and be an authorized signer on the bank account.
3. Establish a ledger to record all financial transactions. (Currently using & maintained in QuickBooks.)
4. Ensure that all bank statements are promptly reconciled to the ledger each month by another person.
5. When possible, use prenumbered receipts to record cash transactions. In cases where there are many transactions, a listing may be sufficient.
6. Prepare a voucher package for each check written. It may include a copy of the check, invoice, approval, and pertinent data.
7. Ensure all cash receipts are deposited promptly within 3 days.
8. Checks written for “cash” are not permissible.
9. Present a complete report, in writing, at all meetings of the Club and as ordered by the President.
10. Keep an up-to-date roster of the membership of the Club, with copies to the Vice President of Membership.
11. Send out notices of unpaid dues in January of each year.
12. Co-sign, with the President and/or other authorized officer, all checks in excess of \$500.00.
13. Prior to January 20th of each year, and periodically thereafter through September, the Treasurer shall forward the required dues and fees for the FFRW and NFRW to the Treasurer of the FFRW as required by the Bylaws of the FFRW and according to instructions of the FFRW Treasurer.

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14. The books of the Treasurer shall be reviewed annually by a Review Committee appointed by the President subject to the approval of the Executive Committee.
15. After election of new officers, the incoming President shall appoint a Review Committee to review the books to include the outgoing Treasurer, the incoming Treasurer, and one additional person. This review is to be completed prior to the installation of the new officers in January.
16. Safeguard the membership lists, which are the property of the Club, and shall be prohibited from using, or allowing the use of, such lists or any part thereof not authorized by the Club. Such lists may be sold to Republican candidates, at cost to candidates, for materials and time, after they have signed an oath for use of list.