



PARADISE REPUBLICAN WOMEN'S CLUB

OFFICERS' DUTIES AND RESPONSIBILITIES

PRESIDENT (REQUIRES ONE YEAR OF SERVICE ON EXECUTIVE BOARD)

1. Preside at all meetings of the Club, the Executive Committee and Executive Board.
2. Be the official representative of the Club and attend or provide a written proxy or appointed alternate for all AzFRW Board Meetings and Biennial Conventions.
3. Name the appointed officers, all Standing and Special Committee chairpersons (except Nominating Committee) subject to the approval of the Executive Committee.
4. Be a co-signatory on the Club's bank account.
5. Responsible for notification of all meetings.
6. Have the right to call special Club meetings.
7. Have the right to call special Executive Committee and Board of Director meetings.

1ST VICE PRESIDENT

1. Shall be the Program chairperson.
2. Perform other duties assigned by the Executive Board.

2ND VICE PRESIDENT

1. Shall be the Membership chairperson of recruitment.
2. Perform other duties assigned by the Executive Board.
3. Keep an accurate list of Club members including address, zip code, telephone number, and e-mail address

3RD VICE PRESIDENT

1. Shall be the Ways and Means chairperson. Create plans to meet goals established by the budget committee.
2. Serve on the Budget Committee to help prepare the annual budget.

3. Present ideas to raise additional money in excess of dues to fund the Club's activities to the board for approval.
4. Organize committees to assist in fundraising programs.
5. Determine the charge to attend events based on cost and finance objectives.
6. Keep accurate records of all event negotiations.
7. Coordinate with the newsletter editor for appropriate flyers or announcements.

CORRESPONDING SECRETARY

1. Conduct such correspondence and send notices as directed by the President and the Executive Board.
2. Perform other duties assigned by the Executive Board.

RECORDING SECRETARY

1. Keep accurate minutes of all meetings of the Club, the Executive Committee and the Executive Board. A copy of these minutes shall be sent to the President not later than fifteen (15) days after each meeting.
2. Custodian of all records and other material pertaining to the office.
3. Perform other duties assigned by the Executive Board.

TREASURER

1. Custodian of all funds of the Club.
2. Make collections, issue receipts and deposit all funds in a financial institution(s) approved by the Executive Board.
3. Keep an accurate and up-to-date account of all financial transactions and submit a financial report at all Board Meetings and General Meetings.
4. Sign all checks to pay the Club's bills.
5. Chair the Budget Committee and prepare the annual budget.
6. The Treasurer shall present her records after the annual meeting to the Finance Examining Committee.
7. Perform other duties assigned by the Executive Board.