

Republican Women of Prescott
ARTICLE I
DUTIES OF STANDING COMMITTEE CHAIRS
Adopted by Board of Directors on February 6, 2024

Section 1

Americanism Chair (BOD vote) shall:

- A. Lead the Pledge of Allegiance at the monthly meeting/luncheon and all RWOP sponsored events;
- B. Send slides to be shown to the Communications VP two (2) days prior to the luncheon;
- C. Prepare a statement for the luncheon/meeting about America's historical or current events;
- D. Provide an article for the monthly newsletter;
- E. Work with the Armed Services Chair to ensure all flags are displayed properly at all events; and
- F. Perform other duties as directed by the President or EC.

Section 2

Armed Services Chair (BOD vote) shall:

- A. Communicate programs and events that RWOP members, as well as Veterans, can participate in through the Armed Services Corner, emails and Constant Contacts;
- B. Keep the Armed Services Corner updated monthly by listening to veteran radio programs and other media networks that support our veterans;
- C. Research Veteran websites for information and changes in laws and benefits;
- D. Contact key people in Veteran organizations about events and volunteer opportunities (US Vets - Prescott; VA, DAV and VFW). Write up the information and work with the 4th VP of Communications to get information on the website and distribute on the Contact Contacts;
- E. Seek support in the form of volunteers and donations for various Veterans' organizations from RWOP membership;
- F. After each luncheon, count the money from the Red envelopes and give it to the Treasurer;
- G. Ensure our Veterans are made to feel special at our November luncheon with recognition and a small token of appreciation for their service (Chair to find the gifts);
- H. Look for opportunities to help Veterans and Deployed Military such as Adopt-a-Platoon with donations and cards;
- I. Submit information for the Armed Services Award each April/May to the 1st VP of Programs;
- J. Write a monthly newsletter article and submit to the Communications VP;
- K. Update the Women Vets, Associate Vets and Vet volunteer lists as new members join monthly;

- L. Create an annual budget for approval by the BOD Perform other duties as directed by the President or EC; and
- M. Perform other duties as directed by the President or EC.

Section 3

Bylaws Chair (BOD vote) shall:

- A. Appoint a team to review the bylaws to comply with AzFRW & NFRW bylaws;
- B. Present the proposed amendments to be approved by the BOD and adopted by the Active members;
- C. Review the Standing Rules, Financial Policies and Procedures, Standing Chair and Special Chair job descriptions, the Code of Conduct and the Request to Speak form to be approved by the BOD; and
- D. Perform other duties as directed by the President or EC.

Section 4

Campaigns & Voter Registration Chair (BOD vote) shall:

- A. Arrange for candidate campaign tables in the mall;
- B. Notify candidates of the cost and the rules;
- C. Collect the fees to turn over to the Treasurer;
- D. Be available to do voter registration at RWOP events; and
- E. Perform other duties as directed by the President or EC.

Section 5

Caring for America Chair (BOD vote) shall:

- A. Provide a list of organizations to assist each month that is approved by the BOD;
- B. Contact the leader of the organization(s) to be at the luncheon to speak, greet and inform the members who come to their mall table;
- C. Coordinate with and assist the President with timely submission of the Club Caring for America Awards forms; and
- D. Perform other duties as directed by the President or EC.

Section 6

Financial Oversight Chair (BOD vote) shall:

- A. Review the RWOP accounts and shall report to the EC and to the membership as needed; and
- B. Perform other duties as directed by the President or EC.

Section 7

Legislation Chair (BOD vote) shall:

- A. Write an article for the monthly Newsletter about what is happening at the Arizona legislature and/or the U.S. Congress;
- B. Train members on how to use the AZLEG.GOV website and the Request to Speak (RTS) in order to promote or defeat bills;
- C. Give a report to the BOD and at the luncheon/meetings when asked by the President; and

- D. Perform other duties as directed by the President or EC.

Section 8

Outreach Chair (BOD vote) shall:

- A. Direct the activities to promote RWOP core values of servicing the needy;
- B. Focus on supporting qualified non-profits and NGOs with donations of goods and services collected from the members and the public;
- C. Assess the various needs of the community and then structure service events or drives to collect goods from the RWOP membership and then distribute donations to qualified non-profit organizations;
- D. Be available to support other teams with community needs such as information distribution about election issues or other outreach related activities; and
- E. Perform other duties as directed by the President or EC.

Section 9

Reservations Chair shall:

- A. Takes reservations for the monthly luncheon and a waiting list;
- B. Compile an alphabetical list of attendees and speakers, including name, menu choice and method of payment if prepaid;
- C. Make a name card for each confirmed attendee with a menu designation; (Name cards are retained after each luncheon, alphabetized and reused. New cards are made for new members);
- D. Assign seating and table numbers for each confirmed reservation;
- E. Follow up and bill the luncheon fee for all no shows at luncheons;
- F. Give checks to the RWOP Treasurer; and
- G. Perform other duties as directed by the President or EC.

Section 10

Scholarship Chair (BOD vote) shall:

- A. Appoint a committee of five RWOP members;
- B. Submit a yearly budget to the President and Treasurer taking into account the donations by members and the allotment from RWOP;
- C. Call upon high schools, homeschool students in the Quad City areas as well Bagdad, Embry-Riddle, JTED, C-Tech to educate them of the scholarship program and to leave scholarship applications;
- D. Submit articles to local media and Embry-Riddle, Yavapai Community College newspaper to announce the RWOP scholarships. Applications are available on the RWOP website;
- E. Accept an application from any Yavapai County trade school;
- F. Evaluate each applicant based on 500-word essay, transcripts, biographies, letters of recommendation and oral interviews;

- G. Contact recipient in April to inform amount of donation and confirm the college where check should be sent. Invite recipient and a guest to a free RWOP lunch in May;
- H. Work with local radio stations to interview students in April/May timeframe;
- I. Notify Treasurer of all colleges and donations for recipients in June/July timeframe. Checks are mailed directly to colleges by Chair, along with cover letter; and
- J. Verify Republican status of either recipient or his/her parent.

ARTICLE II—SPECIAL COMMITTEES

Section 1

Awards and Volunteer Hours (Voice—No BOD vote) shall:

- A. Monthly remind volunteers to submit their volunteer hours for the appropriate categories;
- B. Keep track of the appropriate categories to be submitted to AzFRW & NFRW; and
- C. Perform other duties as directed by the President or EC.

Section 2

Chaplain (Voice—No BOD vote) shall:

- A. Be the spiritual leader for RWOP and the BOD;
- B. Lead RWOP functions and meetings in prayer as requested by the President;
- C. Maintain the Cloudy Days mailings;
- D. Manage the Literacy activity by providing an appropriate book to a local library in honor of a member who has been a member of RWOP for two (2) years and has passed away; and
- E. Perform other duties as directed by the President or EC.

Section 3

Historian/Photographer (Voice—No BOD vote) shall:

- A. Keep records and photographs in a document that reflects the history and activities of RWOP;
- B. Be the official photographer or appoint a designee;
- C. Edit selected photos and upload onto the RWOP website that will represent our club's activities and members;
- D. Create a historical, electronic and/or paper style scrapbook of activities, people, and events for RWOP to submit for awards points at the AzFRW convention every odd year; and
- E. Perform other duties as directed by the President or EC.

Section 4

Hospitality Chair (Voice—No BOD vote) shall:

- A. Greet members at the entrance and verify the table assignment;
- B. Provide a list to the ballroom greeters to remind members where they are to be seated;

- C. Decorate ballroom tables and take down and store after luncheons; and
- D. Perform other duties as directed by the President or EC.

Section 5

Media Chair (Voice—No BOD vote) shall:

- A. Submit articles to local media after approval by the President; and
- B. Perform other duties as directed by the President or EC

Section 6

Membership Database Chair (Voice—No BOD vote) shall:

- A. Maintain a list of Active, Associate Women and Associate Men members;
- B. Assist at meetings by welcoming and recruiting new members;
- C. Prepare a welcome new member packet;
- D. Reach out to former members who have not renewed their dues;
- E. Report monthly to the BOD the number of members in each category; and
- F. Perform other duties as directed by the President or EC.

Section 7

Merchandise Chair (Voice—No BOD vote) shall:

- A. Select team members to help with setup and sale of merchandise;
- B. Purchase merchandise;
- C. Keep an inventory of items;
- D. Provide to the BOD and Treasurer the sales and profit each month; and
- E. Perform other duties as directed by the President or EC.

Section 8

Region V Director (Voice—No BOD vote) shall:

- A. Represent her Region on the BOD by educating, recruiting, and advising clubs on AzFRW activities;
- B. Represent RWOP at the AzFRW on the Executive Board;
- C. Conduct AzFRW workshops within her Region at least once each term;
- D. Encourage RWOP to participate in AzFRW quarterly meetings and conventions;
- E. Provide AzFRW with the current RWOP Bylaws and a list of BOD members;
- F. Generate a quarterly Region report to AzFRW; and
- G. Perform other duties as directed by the President or EC.

Section 9

School Volunteer Program Chair (Voice—No BOD vote) shall:

- A. Obtain from the different schools in the area permission and the requirements for the volunteers to serve;
- B. Contact the local school administration to access the needs of the individual schools;
- C. Coordinate the volunteers to be assigned to the school and their area of expertise;

- D. January and July to set up the School Volunteer luncheons with school dignitaries, as well as state, county and local dignitaries;
- E. Remind the RWOP members to submit their volunteer hours and the Chair submits to the RWOP Awards Data Chair; and
- F. Perform other duties as directed by the President or EC.

Section 10

SERGEANT-AT-ARMS (Voice—No BOD vote) shall:

- A. Be the chief security officer charged with maintaining good order, discipline, and protection of members during monthly meetings and special events;
- B. Coordinate with the President and First VP with regard to any special requirements, requests or security issues before each meeting and event;
- C. Provide a fifteen (15) and five (5) minute reminder to the membership prior to the start of the monthly meeting in the outer mall area and five (5) minute notice in the ballroom for member to be seated;
- D. Call the monthly meeting members to assembly, provide guidance and specific instructions for the meeting or special event;
- E. Work with registration to ensure late arrival members find their seats in an orderly manner;
- F. Monitor meeting and events to ensure proper respect for all podium speakers, enforce RWOP's photo and recording policies and maintain general decorum; and
- G. Perform other duties as directed by the President or EC.

The Board of Directors may amend these job descriptions.

--End of Job Descriptions Document--