

CFRW Officers and Committee Positions

Executive Board - Elected by the regular membership – Voting board members

President – Oversee all endeavors to insure that the club runs smoothly. Set agendas for all regular and board meetings; preside over both meetings; appoint committee chairmen (with approval of the board); *ex officio* member of all committees, except Nominating Committee; attends GHC meetings (odd months only, excluding July); write the monthly message from the president in our newsletter.

1st VP – (Program Chairman) Arrange for and introduce the speakers for all regular meetings. Submit an article for newsletter with speaker info; take over for president when president not available; attend board meetings.

2nd VP – (Ways and Means Chairman) Organize all fund raising activities – Bi-annual major fund raiser (presently High Heels & High Tea), membership books ads; CFRW items; keep records in accordance with Treasurer's requirements (sales tax, TEC reporting, etc); take over if president or 1st VP not available; attend board meetings.

3rd VP – (Newsletter Editor) Publish the monthly newsletter; attend board meetings

Secretary – Take the minutes at all regular and board meetings. Submits regular meeting minutes to newsletter editor for publication; send notes/cards of thanks, sympathy, congratulations, etc on behalf of the club as directed by the president; attend board meetings

Treasurer – Keep all financial records in accordance with TEC regulations; give monthly treasurer's reports at regular meetings, make timely submissions of membership; file all reports/forms to TEC, State Comptroller (sales tax), TFRW, etc.; presents annual budget; attend board meetings

Standing Committee Chairmen – voting board members

Membership – keep membership roster and records up to date; introduce all guests at regular meetings; be available to answer guest's club related questions and encourage membership; distribute membership handbooks; hold a new member orientation; order name tags; attend board meetings

Campaign Activities – keep records of the club member's campaign hours; organize opportunities to earn hours – voter registrations; working for candidates; etc.; attend board meetings

Awards – keep records of club accomplishments that apply to the various awards available; make suggestions of possible club activities that will insure that CFRW is an award winning club; attend board meetings

Legislative -Research news of state and national legislation of interest to club members, writes an article for the monthly newsletter and reports pertinent election / legislative information at the monthly meeting; attends board meetings

Hospitality – make all arrangements – venue, food, drinks – for all regular meetings; work with Registration to insure that complete list of participants is prepared; act as greeter at regular meetings; attend board meetings

Special Committees – non-voting board members; attending board meetings welcomed, but not obligated

Web Master – maintain our web site and other social/net working data with the approval of the president

Historian – maintain a scrap book of events to be presented to outgoing president at the end of her term;

Registration – work with Hospitality to compile a complete list of attendees at regular meetings; act as check in person, collecting any monies, and information in accordance with TEC regulations; attend board meetings

Caring for America – organize club activities related to community service – donations to OI, etc

Literacy – organize club activities related to book donations; dictionary and Constitution projects; etc

Publicity – write and submit news articles about club activities to local news outlets

Chaplain – lead club in pledges and invocation at regular meeting