



# Duties of Officers

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## Introduction

In the NFRW, all state federations and local clubs are organized along similar principles. Consequently, the duties and responsibilities of officers are similar at the state and local levels. The descriptions and duties outlined below apply to officers serving a state federation as well as a local club. Where there are differences among duties and responsibilities at the state and local level, they have been noted.

## President

The President is the guiding force that makes an organization successful in all its endeavors. The President is the CEO of a state federation or local club, not the dictator.

**Duties** - At both the state and local level, the president should:

- Know the bylaws of the National Federation, the state federation and (in the case of local club presidents) the local club. Ensure that the
- organization functions in accordance with bylaws and standing rules.
- Preside at all meetings and ensure that meetings are conducted in
- accordance with parliamentary procedure.
- Appoint the parliamentarian and all standing and special committees
- except the Nominating Committee in accordance with state or club bylaws.
- It is recommended that the president serve as an ex-officio member of all
- committees except the Nominating Committee. However, the
- organization's bylaws must so stipulate. The president is not counted in
- the quorum of a committee.
- Perform any and all other duties as specified in the state or local club bylaws.

**The President as the Presiding Officer:**

1. Works with the secretary to prepare the agendas for meetings.
2. Calls the meetings to order on time and determines the presence of a quorum.
3. Announces the business before the assembly in the order prescribed in the agenda.
4. Recognizes members who are entitled to the floor.
5. Processes all motions according to correct parliamentary procedure.
6. Expedites business and keeps the assembly "on course" during debate.
7. Relinquishes the chair before speaking in debate and does not resume the chair until the question is settled.

8. Refrains from voting except when the vote is by ballot or when the presiding officer's vote would change the result.
9. Rules on points of order and answers parliamentary inquiries.
10. Maintains decorum and conducts the meetings in a fair and equitable manner.

### **The President Carrying Out Federation Policies**

Through the years, certain policies have proved to be beneficial to the smooth running of state federations and local clubs. We will take these policy statements one by one and discuss the "why" of each.

### **Endorsement of Candidates**

Either the state federation or the local club may adopt bylaws or a policy not allowing the state federation and/or its president or the local club and/or its president to endorse a candidate in a primary. Such bylaws or policies shall not be considered in conflict with the NFRW Bylaws. If restrictions are placed on the state president or local club president as to endorsing, said president may not use NFRW affiliation or official stationery to support or endorse a candidate without approval of the state or local club in compliance with the state or local club bylaws.

### **States & Local Clubs are not Fundraisers for the Party**

Each state and local club has the primary responsibility to raise sufficient money each year to guarantee the programs, goals and proper obligations of the organization. While the state or local club's first obligation financially is to support its own needs, NFRW affiliates do cooperate on a completely volunteer basis with activities sponsored by the official Republican Party organization. No candidate or Party organization has a legal or valid right to demand financial aid from a state or local club. They may ask, but the decision to accommodate the request rests solely with the state or local club.

It is imperative that states and clubs be aware of and comply fully with applicable federal and state election laws. Federated States and Local Clubs Do Not Give their Membership Lists to Any Other Organization or Non-Member.

If a state or local club is asked to distribute outside material to its membership, and it agrees to do so, the state or local club Board of Directors should approve the contents. The organization or individual wishing to have the material sent should pay the postage. This procedure includes Republican candidates and office-holders as well. States and local clubs have an obligation to their members to keep their membership lists confidential and to assure their members that in joining, they will not be subject to pressure or demands outside the organization.

### **Materials to be used at State or Local Club Meetings**

These should have the approval of the state's or club's elected officers before being circulated, displayed or sold. Our states and local clubs should not be used as a platform to promote other groups. The Federation is a partisan political organization with political

education and the election of Republican candidates as its primary objectives. This policy includes:

- Circulation of petitions
- Resolutions
- Books for sale
- Literature unrelated to the local club's or state's activities
- Literature for all candidates before the primaries. (If there were two or more candidates running for the same office, displaying literature for only one would constitute endorsement.)

### **Federation Membership is open to any Registered Republican Woman**

However, loyalty to the Federation, to the Republican Party and to Republican candidates is an obligation of membership. A breach of loyalty to this commitment, in which a member changes her allegiance to an opposition party for any purpose, would forfeit her eligibility for membership. Should she later wish to re-instate her membership in a NFRW affiliate, the affiliate has the option of whether or not to accept dues and grant membership. In states that do not register voters by party, potential members should be considered based on their commitment to Republican ideals and issues.

### **Vice Presidents**

Vice presidents, in their order, perform the duties of the president in her absence or inability to serve. Vice presidents should be chosen who are prepared to act for the president in an emergency, and to take her place when necessary.

In accordance with state or local club bylaws, more than one vice president may be elected. Vice presidents may also be assigned specific duties if so specified in the bylaws.

### **Secretaries**

#### **Recording Secretary**

The Recording Secretary is the recording officer of the state or local club and the custodian of its records, except those specifically assigned to others, such as the treasurer's books.

**Duties** – At both the state and local level, the recording secretary should:

1. Keep a record of all the proceedings of the organization – usually called the minutes. (A tape recording can be a great benefit in preparing the minutes, but a transcription of it should never be used as the minutes themselves.)
2. Keep on file all committee reports. The secretary should record the date they were received and what further action was taken.
3. Keep the organization's official membership roll and call the roll when required.

4. Make the minutes and records available to members upon request at a reasonable time and place.
5. Notify officers, members and delegates of their election or appointment, furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of all existing committees and the members.
6. Furnish delegates with credentials.
7. Sign all certified copies of acts of the group, unless otherwise specified in the bylaws.
8. Maintain record books in which the bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded and have the current record book on hand at every meeting.
9. Send out to the membership a notice of each meeting and conduct the general correspondence of the organization, insofar as this duty is not assigned to another office or committee in the bylaws.
10. Prior to each meeting, prepare an agenda or an order of business in conjunction with the presiding officer. The agenda should show, in their exact order and under correct headings, all matters known in advance that are due to come up.
11. In the absence of the president and vice president(s), call the meeting to order and preside until the immediate election of a chairman pro tempore.
12. Perform any and all other duties specified in the state or local club bylaws.

### **Corresponding Secretary**

**Duties** – The corresponding secretary should:

1. Notify members of all regular and special meetings and handle the general correspondence of the state or local club as directed by the resident or executive committee. The corresponding secretary should serve as the custodian of the personal record book, stationery and other related supplies.
2. Read correspondence as requested by the president at a business meeting, and perform other duties as requested or required by the bylaws.
3. Compose and send correspondence, including thank you notes, as directed by president and/or bylaws. The corresponding secretary should also make phone calls as requested and order stationery or other necessary supplies as needed.
4. Inform NFRW of the name and addresses of the new president and executive committee following elections.

## Treasurer

The bylaws of a state federation or local club should outline the financial procedures and policy. Therefore, the duties of the treasurer will vary in different states or clubs. Below are some common practices for treasurers.

**Duties** - In most cases, the treasurer should:

1. Be the sole custodian of all funds belonging to the state federation or local club.
  - She banks the money when received, disburses it with approval and accounts for it. Whether the sums are large or small, the records **MUST** be in order.
  - The treasurer's books must be accurate and up to date. The books should be balanced each month and checked against the bank statement to ensure that no errors appear.
  - She must be prompt in remitting funds, in balancing the bank statement and in making reports.
2. The treasurer's report should be a part of every business meeting and part of the official minutes. The report, presented at each meeting, is read for information only and is not approved by the membership. The treasurer's records should be audited annually. An audit may be accomplished by an auditing committee of the organization unless its bylaws require a professional audit. The financial condition of the organization becomes official when members of the organization have accepted the auditor's report.
3. The books and records of the treasurer are always audited before a new treasurer takes over.
  - The adoption of the auditor's or committee's report indicates the financial records are correct.
  - The bylaws should state when and by whom an audit/review is to be made.
4. About a month before a new treasurer takes office she should begin working with the current treasurer to make the necessary transition as well as contact the bank and complete the required signature cards, making certain necessary signatures of the authorized officers (usually president, secretary and treasurer) are recorded by the bank before checks are written.
  - Arrangements should be made at the bank to have the bank statements sent to the treasurer's home.
  - Two (2) of the three (3) names required by the bank signature cards should be on every check. Counter signing by the president (or secretary in her absence) is a safeguard used to protect both federation and treasurer in emergency situations.
  - Banking is done in the name of the club, not an individual.
  - The state federation or club name should appear on the checks, but **NO** address. If the bank should require an address, c/o the treasurer's address, but a limited number of checks should be printed at a time.

5. The treasurer and membership chair should coordinate to keep membership records and dues accurate and balanced.
  - A membership file containing the name, address, home and work telephone numbers and e-mail address of each member, the date dues were paid, and date of per capita payment (to either state or NFRW) should be kept by the treasurer. This is the master file. It should be in alphabetical order, preferably in a computer
  - spreadsheet or database (Excel or Access are recommended).
  - The treasurer should keep the membership chairman informed of additions, changes or drops in the list.
  - Dues and fees are payable according to NFRW and state bylaws and regulations.
  - The treasurer issues membership cards upon payment of dues,
  - unless otherwise specified in the bylaws.
  - Inform NFRW of the name and addresses of the new president and executive committee following elections.
6. Each local club is responsible for paying its NFRW dues and service charge to the state federation. Each state federation is responsible for paying club dues and service charges to the NFRW. The state treasurer forwards directly to the NFRW the amount of per capita dues and club service charge specified.
7. The treasurer should be a member of the budget and finance committee(s).
8. The treasurer preserves all records pertaining to the office of the treasurer and delivers them to her successor. A transition meeting would be helpful to the new treasurer.
9. The treasurer should keep a procedure book containing up-to-date copies of the budget, bylaws, reports given and any other information concerning duties of the treasurer.
10. For large clubs or those with substantial monies going through their organization it is recommended the treasurer be bonded.
11. Procedures for submitting dues, service charge and membership lists to state federation and/or NFRW should be followed.
12. The treasurer is responsible for preparing and filing all IRS, FEC, state and local forms required by law. If there is doubt as to what is required, it is suggested that the services of a professional CPA be obtained to assure compliance with the law.