

The following pages are available in the Leadership Handbook (Pages 40 thru 50)

Please scroll down to view additional information regarding expectations and duties for each TFRW Officer.

TFRW Executive Officers:

TFRW President	(Page 40-41)
TFRW First Vice-President	(Page 42)
TFRW Vice-President Bylaws	(Page 43)
TFRW Vice-President – Political Activities	(Page 44)
TFRW Vice-President – Finance	(Page 45)
TFRW Vice-President – Legislation	(Page 46)
TFRW Vice-President – Membership	(Page 47)
TFRW Vice-President – Programs	(Page 48)
TFRW Secretary	(Page 49)
TFRW Treasurer	(Page 50)

TFRW PRESIDENT

The TFRW President is elected at the Biennial State Convention of the Texas Federation of Republican Women held in the fall of odd numbered years and begins her two-year term of office the following January 1st. She presides at all meetings of the organization and is responsible for its operation in a smooth and orderly manner, with assistance from the Executive Committee, Board of Directors, and TFRW Office Personnel. Her authority extends to overseeing all projects and programs and guiding initiatives and procedures to accomplish Federation goals and objectives. She abides by, enforces TFRW Bylaws, and leads by example. She represents the Federation at all times or designates an appropriate substitute in her absence.

Duties:

- Appoints all committee chairmen, except the nominating committee, and except those Standing Committees of which the Vice-Presidents are chairmen. She is an ex officio member of all committees except the nominating committee.
- Appoints a Parliamentarian.
- Appoints all TFRW Deputy Presidents. They must be members in good standing of a Local Republican Women's Organization, from a predetermined geographical region, and approved by the Executive Committee. Deputy Presidents serve as ex officio members of the Executive Committee and the Board of Directors.
- Appoints, with approval of a majority of the Executive Committee and the Board of Directors, a District Director to fill a vacancy in a Senatorial District, between Biennial conventions.
- Issues the Official Call to all Executive Committee and Board of Directors members for all regular and special meetings. She presides at both as well as at Federation special events. She makes the decision to grant or deny excused absence from required attendance.
- Attends NFRW Board and Presidents' meetings as a voting member. She heads the Texas delegation at the NFRW Convention and works with NFRW office personnel in advance to make certain Texas delegates and alternates credentials are in proper order.
- Serves as liaison officer from the Federation to NFRW, the Republican National Committee, the Republican Party of Texas, and our elected officials. She attends SREC meetings and reports on the work of the Federation.
- Works with the TFRW Treasurer and Budget Committee to prepare the annual budget for approval by the Board of Directors. Co-signs all checks with TFRW Treasurer or Vice - President Finance. The Treasurer shall be the custodian of all Organization funds, with disbursement only on written authorization of the President or in her absence, the Vice- President, Finance.
- Employs the TFRW Office Administrator and other personnel necessary to carry out the work of the organization. She abides by budget allocations and seeks Board approval if additional funds are required. Her responsibilities include supervision of paid staff and the authority to replace employees if, in her judgment, such action is necessary to conduct Federation business in an orderly manner.
- Sees that the TFRW Newsletter is prepared for printing and publication. She works with officers and committee chairmen for inclusion of timely and prescribed material and information. Approves all TFRW brochures, manuals, publications and the like before printing.
- Appoints the Host Convention Chairman and official committees as designated in the Convention Manual to implement specific duties to assure a successful and well-attended event. She is responsible for the program and the overall operation and is the final authority on plans for the Convention.

- Works with TFRW officers and board members to effectively facilitate the work of the Federation and is available for assistance and collaboration. Visits clubs whenever possible and works with their presidents upon request.
- Strives to develop new and timely programs and projects that are not within the existing job descriptions of other Board members and seeks Board approval for implementation. Eliminates ones that are outdated or lacking in response and looks for innovative means of raising the necessary funds to meet rising administrative and operational costs.
- Seeks answers for concerns of Federation members through inquiries as to priorities in problem solving. **Always exhibits an air of inclusion and mutual respect in a hospitable environment.** Reports on her work at quarterly meetings.
- Does the best job that she is capable of to provide the leadership worthy of a memorable legacy for the Texas Federation of Republican Women.

TFRW FIRST VICE-PRESIDENT

From TFRW Bylaws:

Article VI, Section 3A - In the event the President should be permanently disabled or resign, the First Vice-President shall succeed to that office for the unexpired portion of the term.

Article VI, section 4B - The First Vice President shall serve as aide to the President and as Chairman of the Special Events Committee. She shall perform the duties of the President whenever the President is absent or otherwise unable to serve.

Article VI, Section 3A - In the event the President should be permanently disabled or resign, the First Vice President shall succeed to that office for the unexpired portion of the term.

As Chairman of Special Events, she shall plan and execute special events as approved by the President and TFRW Board of Directors. This does not include events and projects that fall under the direction of other Vice Presidents and Board Members.

Duties:

- **TFRW Leadership Handbook:**
 - Notify all past and current Board Members, both elected and appointed, of submissions required from them.
 - Receive three bids for the cost of the flash drive
 - Organize, proof read and have the Handbook/Flash Drive ready for delivery at the TFRW Leadership Day.
 - See to the distribution of the Handbook to all TFRW Board Members and Local Club Presidents in a timely manner.
 - Act as repository for information throughout term, tracking additions, corrections, and edits to the Leadership Handbook.
- **NFRW Biennial Convention:**
 - Plan, coordinate, and determine how TFRW will represent our organization at NFRW.
 - Appoint a committee to consider the following:
 - Attire (pin and scarf/wrap/jacket/vest)
 - Trading Pins
 - Coordination with TFRW Merchandise Manager for sales of remaining pins and scarves
 - Work with the President on an ad for the NFRW program for NFRW Convention Program honoring current TFRW President and any TFRW member nominated for NFRW Officer or receiving special recognition or an award.
- **Appreciation Event** to honor the outgoing President.
 - Plan and coordinate the event with TFRW headquarters and TFRW Convention Committee.
 - Include invitation in convention call and in monthly TFRW Today newsletters.
 - Collect money and buy gifts for President.
 - Create a term scrapbook to be given to the President.
- **Fundraising**
 - Work with the VP Finance and board to determine the amount to be raised.
 - Set a long-term goal with board at the first board meeting.
 - Attend Budget Committee meeting held prior to Leadership Day

TFRW VICE PRESIDENT - BYLAWS

Duties:

- Maintain a current set of approved bylaws, which apply to this organization and are not in conflict with NFRW Bylaws. She is responsible for seeing that all appropriate changes to the NFRW Bylaws are incorporated in the TFRW Bylaws.
- Advise clubs to make use of their Standing Rules whenever possible and appropriate.
- Oversee the process to amend the TFRW Bylaws in order to guarantee that the membership maintains control, as follows:
 - The TFRW Bylaws Committee must first consolidate all proposed amendments, in the proper format, submitted by the TFRW Bylaws Committee, the Board of Directors, TFRW Committees, or a local club. The proposed amendments will be given to the Board of Directors at least 30 days before the meeting at which they will be considered.
 - Next, the Vice President–Bylaws will present all proposed amendments, along with the recommendations of the Bylaws Committee, to the TFRW Executive Committee for review and recommendation.
 - Then, the Vice President–Bylaws will present the proposed amendments, along with the recommendations of the Executive Committee, to the TFRW Board of Directors who will determine, by a two-thirds vote at least ninety (90) days prior to the Biennial Convention, which amendments will go through to the delegates at Convention for consideration.
 - Notice of all proposed bylaws amendments must be given to local units no less than thirty (30) days before a Biennial Convention, preferably with the Call to Convention.
 - Lastly, the Delegates present and voting at a TFRW Convention must approve the amendment by a two-thirds vote.
- Maintain the current bylaws of all the local clubs. If a local club loses its bylaws, it can contact her for a copy provided updated copies have been submitted by the club. An electronic database has been developed for all club bylaws.
- Approve every amendment to a local club's bylaws, which must be submitted to her whenever they are amended before the amendment(s) becomes effective. A letter of approval is sent to the local club president when approval is given. If the local club bylaws do not receive approval, the TFRW Vice President-Bylaws will work with the local club until approval is received. District Directors and Deputy Presidents may also work with the clubs to recommend necessary changes.

NOTE: When a club submits its amended bylaws, the entire set of bylaws must be submitted, not just the article with the change. Each change must be checked against the entire bylaws to make sure it is not in conflict with other provisions in the bylaws, or with the bylaws of TFRW and NFRW. To amend a club's Standing Rules will not require submission to TFRW, however each club will be responsible for ensuring that the Standing Rules do not conflict with TFRW or NFRW bylaws or any applicable law.

- Review the proposed bylaws of new clubs applying for federation. She will notify the Vice President-Membership that the bylaws are approved so that the Vice President-Membership may make a motion at the Executive Committee and Board of Directors meetings to accept new clubs for federation.
- The TFRW Bylaws Vice President is available to any Federation member concerning bylaws. Her job is to help whenever possible so that the entire organization may operate in an orderly manner. Bylaws ensure that local clubs are able to function in concert with each other under the TFRW umbrella.

TFRW VICE PRESIDENT –POLITICAL ACTIVITIES (Aka Campaign Activities)

Duties:

- Request the name of the Campaign Activities/Political Action Chairman from each club for the timely distribution of all pertinent information.
- Assist club Campaign Activities/Political Action Chairs and provide opportunities to volunteer.
- Promote Get Out the Vote by advising and supporting local Voter Registration Chairs.
- Support and assist the Campaign Management Chair in planning the TFRW Campaign Management Schools.
- Keep apprised of campaign and candidate activities. Forward information to TFRW clubs in a timely manner
- Encourage and prepare Republican Women to assume political leadership roles, whether as candidates, volunteers, or paid staff.
- Prepare the report of volunteer Campaign Activities/Political Action hours for TFRW Convention Awards and the National Federation of Republican Women Convention Awards.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Campaign Activities/Political Action.

TFRW VICE-PRESIDENT - FINANCE

The TFRW Vice President of Finance serves on the Executive Committee of the Board of Directors and is responsible for planning TFRW events to raise funds to supplement the operating budget.

Responsible for the following events:

- “TRIBUTE TO WOMEN” Luncheon: Create a committee to work with the TFRW office to plan, coordinate, and implement the TFRW “Tribute to Women” special event of even-numbered years.
- FUNDRAISING LUNCHEON AT THE REPUBLICAN PARTY OF TEXAS STATE CONVENTION: Create a committee to work with the TFRW office and the Republican Party of Texas to plan, coordinate, and implement a fundraising special event held during the biennial Republican Party of State Convention of even-number years.
- LEGISLATIVE DAY Reception: Coordinate and plan an evening reception to be held during TFRW biennial Legislative Day event, usually occurring in the spring of odd-numbered years in conjunction with the Texas state Legislative session.
- COORDINATE SPONSORSHIPS AND DONATIONS: Maintain a spreadsheet of donations for all TFRW events that will include donor information, event for which the donation was given, and amount donated.

Assists Local Clubs by:

- Encouraging Local Clubs to plan and hold fundraisers.
- Suggesting fund raising events that will fit the needs of Local Clubs.
- Aiding in planning and implementing club fundraising events and projects.
- Visiting Local Clubs upon invitation to assist with special events.

Other Duties:

- Work with the First VP to find creative new ways to raise funds for TFRW.
- Serve on Finance Committee.
- Serve on Budget Committee and assist in preparing TFRW budget.

TFRW VICE-PRESIDENT - LEGISLATION

The TFRW Vice President Legislation serves on the Executive Committee of the Board of Directors and is responsible for encouraging TFRW members, as individuals, to become active participants in the legislative process.

Duties:

1. Recommend to TFRW President legislative priorities consistent with TFRW Bylaws for the biennial legislative session.
2. Communicate with legislative representatives and legislative staff as directed by TFRW President.
3. Prepare and submit a written report to be presented at all Executive Committee meetings and Board of Directors meetings.
4. Educate members on the state and federal legislative process.
5. Educate members on how to find and use legislative resources.
6. Inform members about current state and federal legislation:
 - A. Draft and circulate Action Alerts as needed
 - B. Draft Legislative Update for monthly newsletter
7. Encourage members to use their skills to participate in the legislative process
8. Legislative Day:
 - A. Plan date, location, logistics, speakers, and program with TFRW President
 - B. Encourage clubs and members to attend Legislative Day
 - C. Provide day of training and speakers for attendees
9. Local Clubs:
 - A. Communicate with club Legislative VP's regarding duties of the position and how to fulfill those duties
 - B. Assist local clubs that have questions concerning the legislative process or legislative issues
 - C. Visit local clubs as requested.

TFRW VICE-PRESIDENT - MEMBERSHIP

The primary objective of Membership is to encourage, support, and provide assistance to facilitate growth of local TFRW clubs throughout the state.

Duties:

- Maintain an updated Membership Submission Form on a yearly basis.
- Maintain a TFRW membership roster on a current basis including size of club, number of members, and percentage of increase on a yearly basis.
- Maintain Anniversary Report of Clubs for President.
- Must be familiar with NFRW Data Base to obtain all reports including submission of members and processing transfers.
- Provide quarterly membership reports to Deputy Presidents and District Directors.
- Assist new clubs in obtaining proper forms and review all forms necessary for approval of new clubs and members to include requesting access for new club president to TFRW Website, processing New Club application, certificate and final submission to NFRW.
- Assist TFRW in collection of past due submissions over 30 days old.
- Assist those Clubs considering Defederation. Offer solutions and help before they initiate dissolving. Report any activity to TFRW President. Review all necessary documentation including TEC Final Report for Clubs wishing to dissolve. Report Final dissolve to NFRW upon approval from TFRW President.
- Review State at Large applications, refer to nearest club, request assistance from DD, last resort request access for member to join on line.
- Provide monthly membership article and other activity reports to the TFRW President for publication in the *TFRW Today* Newsletter.
- Assist Local Clubs in the development of membership recruitment and retention plans. Offer implementation of incentive programs.
- Visit Local Clubs upon invitation.

TFRW VICE-PRESIDENT – PROGRAMS

It is the responsibility of the Vice President-Programs to provide our TFRW Executive Committee and Board of Directors with programs that focus upon the ideals of the Republican Party. These will include promoting candidates, educating our leadership and members, and motivating and inspiring our leadership to return to their regions and do likewise in their area clubs. It is also a priority to build a list of program ideas and speakers who can be recommended to the local clubs. The Vice President Programs should be a source of information for the local clubs' program chairmen.

Duties:

- Attend TFRW sponsored events such as Leadership Day, Legislative Day, and TFRW Board of Directors Meetings.
- Appoint a Program Committee to help broaden ideas for the Board of Directors meetings.
- Invite speakers to the Board meetings and to other events as called on by the President and the Board of Directors.
- Participate in TFRW seminars, training sessions, and other events when called upon.
- Develop a working relationship with local club presidents and program chairs through use of emails and digital media.
- Communicate with local clubs in order to collect names and contact information for outstanding speakers. Create a Speakers Bureau and post it on the TFRW website. Email information to local clubs about the Speakers Bureau.
- Be a resource of information for local clubs regarding rules for inviting speakers to speak at meetings.
- Follow the Award template to assist clubs in achieving success.
- Write newsletter articles for the *TFRW Today* newsletter, highlighting outstanding speakers and providing information regarding possible programs.

TFRW SECRETARY

The TFRW Secretary is the official record keeper of the organization.

Duties:

Minutes

- The Secretary is to record the minutes of all meetings of the TFRW Executive Committee and the Board of Directors. The minutes should reflect the type of meeting, place, and time and date held, number in attendance, as well as the business conducted. A record of all motions, including the name of the maker of the motion, and the result of the vote, should be in the minutes. The date and place of the next meeting, if known, should also be noted.
- The Secretary is responsible for overseeing the circulation of the minutes among members of each body. The TFRW office will include the minutes of the Board of Directors with the Call to Meeting. The Secretary will distribute minutes of the Executive Committee to the members of the Committee. When the minutes are approved or corrected at the next meeting, the following action should be recorded on the last page of the minutes as “Approved as Read,” or “Approved as Corrected” with the current date and secretary’s signature. The Secretary will also maintain copies of the minutes. The final report of the minutes of the Executive Committee will be typed and signed by the secretary and maintained by the Secretary with a second official file maintained by the TFRW office.

Attendance

- The Secretary is responsible for taking attendance at each TFRW Executive Committee and Board of Directors meeting, keeping an accurate record of each member’s attendance, and establishing and reporting whether a quorum (majority of voting members) is present. She shall file a report of attendance and absences to the President promptly following each of the meetings.

Other Duties

- The Secretary usually reports actions and recommendations of the Executive Committee to the Board of Directors as directed by the President. The Secretary also receives all officer and committee reports to be included in the records and retained in her custody. *Currently reports are submitted in advance of the meeting electronically or at the meeting in typed form.*

Convention Minutes

- If appointed Convention Secretary by the President, she shall record and file the minutes of the Biennial Convention. Upon appointment by the President, she shall serve as the Chairman of the Committee to Approve the Minutes of the Biennial Convention and report at the next Biennial Convention.
- The convention minutes, showing election of officers, are required by the State Republican Executive Committee (SREC) at their meeting in December following the TFRW Convention. The TFRW President represents TFRW at these meetings and should be provided the Convention minutes in time for the SREC meeting.

TFRW TREASURER

The TFRW Treasurer is the custodian of all funds, which includes checking accounts, money market accounts, scholarship accounts, certificates of deposit, and other accounts that may be created by the Board of Directors.

Duties:

- Maintain accurate records and files.
- Disperse funds, upon authorization of the President or in her absence, the Vice President of Finance.
- Submit payments to NFRW with applicable dues and service charges, in accordance with published schedule and deadlines.
- Chair Budget Committee Meeting prior to first Board Meeting to prepare annual Budget for approval of the Executive Committee and Board of Directors.
- Revise Financial Guidelines for approval at the first Board Meeting of the year.
- Timely file all tax forms and payments with Federal and state agencies.
- Prepare a balance sheet of all accounts to present at quarterly Board Meeting.
- Prepare a statement of cash receipts and disbursements, comparative with the current year's budget to present at quarterly board meetings.
- Forward complete and timely information on all transactions to the TFRW PAC Treasurer.
- Respond to local club treasurers' inquiries regarding the execution of their duties.
- Prepare financial statements for the President as needed.
- Must be familiar with *Quick Books software*, doing payroll using Quick Books and understand the forms that are filed.

The treasurer shall be bonded, the fee to be paid by TFRW.

Be prompt, accurate, timely, and follow procedures in accordance with the TFRW Bylaws and Financial Guidelines.