

Officers' Roles

President shall preside over all meetings, represent the club at all times or designate a proxy or representative in her absence, including to represent the club at all AzFRW State Meetings and the Biennial Convention, appoint the club's appointed officers, committee chairs and members except the Nominating committee, submit a budget for approval, be an ex-officio member of all committees except Financial Review and Nominating Committees, approve all materials prior to distribution to the members, be a signer on all club accounts, appoint the Financial Review committee and accept the resignation of any member holding an elective or appointed position.

First Vice President shall serve as Program Chair, perform the duties of the President in her absence, perform such other duties as are assigned by the President, the Executive Committee, and/or the membership.

The Second Vice President shall serve as Membership Chair, maintain a current roster of members of the Club, perform the duties of the President in the absence of both the President and the First Vice President. Perform such other duties as assigned by the President, the Executive Committee and/or the membership;

The Recording Secretary shall keep the minutes of all meetings of the Club and the Executive Committee, keep a current inventory of Club property, maintain all Club records, and perform such other duties as may be assigned by the President, the Executive Committee, or the membership.

The Treasurer shall be custodian of all Club funds, depositing them in a timely manner into financial institutions approved by the Executive Committee, be a signer on all Club financial accounts, disburse funds as directed by the Executive Committee, prepare and submit written financial report(s) at each regular Club and Executive Committee meeting and as requested for Special and/or Emergency meetings, submit per capita dues, annual NFRW and AzFRW Club service fees, and reports as required to the AzFRW in accordance with deadline dates set by the AzFRW and NFRW;

Other important positions for Paradise Republican Women:

All three require a little more than rudimentary computer skills.

Newsletter Publisher – Application: Constant Contact

Web Maintenance – Platform: Go Daddy

Registrar – Google docs, Square

All positions can be explained by Linda Rizzo and all three would be mentored.

Please direct questions to: Linda Rizzo, 480 766 6606 or lrizzomail@aol.com