

The COLF Leadership Team meets once per month to exchange information and plan events. Our scheduled meeting date is the 3rd Monday of each month from 2p-4p (unless there is a need within the group to reschedule).

The duty of each office is listed below. If you are interested, or need more information, please contact Rhonda Torres at 540-303-1639 or conservativesoflakefrederick@gmail.com.

Vice-Chair Duties:

1. Perform the duties of the Chair in her/his absence.
2. Fill the unexpired term in the event of a vacancy in the office of the Chair.
3. Perform such other duties as are assigned by the Chair.
4. Lead the volunteer efforts for Election Day activities to include our door hanger campaign and election day greeters.

Recording Secretary Duties:

1. Generate the minutes of our Monthly Meetings.
2. Prepare any official correspondences in coordination with the Chair
3. Perform such other duties as are assigned by the Chair
4. Maintain the organization's records.