

AzFRW Committee Descriptions



Americanism (Standing): Leads the Pledge of Allegiance at each meeting or appoints someone to do so. Responsible for the proper display of the flag at all functions of the organization. Promotes patriotism at State Meetings, in the newsletter or the website which may include various information on our flag or history. Other ideas might include donations of patriotic books to libraries or schools, sponsoring patriotic essay contests for schools, presenting flags where a need is found and so forth as well as ongoing efforts to Support Our Troops.

Budget (Standing): Required Committee members include the Budget Chair and Treasurer. Recommended others include the President, 1st Vice President, 3rd Vice President and sufficient other members as desired. Committee shall review past term expenditures and current requests to meet anticipated committee needs in the coming term. They shall come to an agreement of biennial budget amounts based on discussions with committee chairs and anticipated income. Budget Chair shall follow up on any items still to be determined, confirm the budget is balanced and all monies detailed and enumerated as required by standard accounting practices. Budget Chair will then present the proposed Biennial Budget to the Executive Committee and upon their approval, to the full Board of Directors at the first Board meeting of the new term.

By-Laws (Standing): Reviews all club bylaws every two years making recommendations as needed or required by NFRW and following up to ensure compliance for any mandatory items. Review the AzFRW Bylaws to ensure our state bylaws reflect any changes in the NFRW bylaws as well as for any other updates that may be needed in addition to receiving suggestions from members for revisions to State or National. Assists new Clubs with the composition of bylaws by providing a sample outline of satisfactory bylaws to any group establishing a new Club. Notify the Executive Committee of approval of bylaws prior to President's signature signing off the notification to NFRW of request to charter a new Club.

Campaign Activities (Standing): The Campaign Committee is in charge of one of our cherished goals - to get more Republicans elected to public office at every level of government. Since our members hail from all parts of the state. The AzFRW has the opportunity to share the news about Republican candidates and political races to all our members regardless of their geographic home. The campaign committee ebbs and flows with the political cycle. In an election year it may be involved with various Republican campaigns ongoing around the state by providing volunteers to assist. It keeps up the NFRW Website to get important information on races of particular importance throughout the nation and communicates this information to club Presidents for distribution to their members.

The Campaign Committee also urges members to assist in voter registration drives. Campaigns is also responsible for tracking member volunteer hours for Club participation in the NFRW and AzFRW Awards.

Chaplain (Appointed Officer): Shall provide spiritual leadership with invocations or benedictions as requested to reflect our reverence for God, our respect for America and her history as well as honoring our troops. Chaplain shall also serve as the “Sunshine Chair” and will send sympathy, get well or encouragements cards from AzFRW to members as needs occur. Shall provide copies of prayers to the President in advance of events. If Chaplain cannot attend, she shall issue her proxy to Assistant Chaplain.

Financial Review (Standing): Annually, the Operating Account for AzFRW is required to be reviewed. A simple financial review is performed to ensure that checks and deposits are being properly recorded, deposits are being made timely and bank account is being reconciled monthly. This is done by a committee of three members who may not be members of Executive Committee. In addition, should there be a vacancy in the office of Treasurer, books are reviewed prior to turning over to the new treasurer, or at any other time as directed.

Historian (Appointed Officer): Functions as the official photographer to create a photo history of the term. Historian responsible for photographing meetings and other events, putting photos in an orderly fashion in a scrapbook/DVD/thumb drive format as per the President’s request. She should send pictures to Public Relations Chair, Newsletter & Website Editors for possible media releases and should also take the First Timers Photo taken at each State Meeting. President shall be responsible to forward notecards or other correspondence to the Historian if she would like them scanned for inclusion in the history.

Legislative (Standing): Educates and informs AzFRW members on key proposed legislation or newly enacted laws. Encourage and support AzFRW members to take an active part in the public policy process. May provide written or oral testimony or editorials on specific legislation at the direction of the AzFRW to raise awareness of legislative issues. Works with Day at the Legislature Chair to implement and coordinate the biennial AzFRW Day at the Legislature for spring during even years or other legislative networking opportunities.

Ideas for Legislative Committee could include:

Legislative committee members will timely advise AzFRW Clubs in their region of key issues and legislative “alerts” by e-mail list or phone tree.

Educate members on how and when to influence legislation and policy issues.

Conduct research and provide “talking points” on key legislation to AZFRW members for letters, testimony and call-in to radio and TV public interest shows.

Provide periodic updates on AzFRW Web Page regarding Legislative Update - key issues for upcoming week.

Provide a Legislative Report at end of session.

Implement a Call to Action for crucial key issues to alert the membership.

Encourage local Clubs and individual members to voice support or opposition.

Organize visits to legislators and their staffs during the legislative session particularly when key legislative votes are pending.

Committee members...at least one member from each AzFRW Region who are active, willing volunteers to make contact with members, write letters to legislators and newspapers, attend hearings or even testify on key issues.

Literacy (Standing):

Donates books or DVD's that reflect Republican philosophy, or present outstanding Republican personalities that have historical significance to local public libraries or school libraries. (Prior to donating a book, you should consult with the local librarian or recipient regarding your selection. This will avoid duplication and confirm the book, tape, or video is desired). Submits book donations for recognition in September, MELP month. Participation in the MELP book project is recognized by NFRW Achievement Awards program and they will also provide MELP bookplates for presentations, or you may provide your own. Many clubs donate books with bookplates to local libraries in memory of members who have passed away as a fitting and permanent gift. Establish AzFRW goals for the coming year. In recent years, AzFRW Literacy Committee also created a video about how our members were making a difference in Arizona schools...with donations of books, flags, mentoring, reading and more which was shown at our biennial Convention. AzFRW Literacy Committee also presents a "Teacher of the Year" award every two years at convention.

Parliamentarian (Appointed Officer): Shall attend all meetings of the Executive Committee and Board of Directors acting as advisor to the President. Parliamentarian should endeavor to facilitate, as requested, training for Clubs on Parliamentary procedures and to work in close conjunction with the President on the State Convention procedures. She also advises the Nominating Committee in their duties and assists the Bylaws Committee as an advisor. Parliamentarian only votes when voting is by written ballot.

Public Relations (Standing): Promotes AzFRW events with the goal of generating news coverage. Maximize impact through personal telephone calls and/or visits to news media to discuss functions and/or coordinate with 1st Vice President to communicate with the offices of scheduled speakers to maximize press coverage including media interviews with a guest speaker. Invite local media to events. Work with Arrangements Chair to facilitate seating of news media and their other special needs for meeting functions. By working with President and 1st Vice President and planning in advance, the committee can schedule news releases and conferences for particularly significant events and report meetings and special projects to the media on a regular basis. Develop a mailing contact list of news media people and current. Local Clubs are encouraged to contact the Chairman of the Public Relations committee for assistance in promoting their club events with local media. Provide assistance for Clubs with writing press releases or guidance in their local communities. Positive and consistent Public Relations is critical for growth and new members

Scholarship (Standing): Chair and committee publish information on all AzFRW and NFRW Scholarship programs. They solicit applicants through the various Arizona college campuses, receive and screen applicants to determine AzFRW's scholarship recipients. They also evaluate

and determine the Arizona nominee for the various NFRW scholarships. To generate a master list of our AzFRW Clubs who also sponsor local scholarships. Scholarship Committee also oversees the AzFRW Dodie Londen TARS award recipient. Funds for AzFRW scholarships are derived in part from the AzFRW Operating Budget and partly from club donation gifts to AzFRW Scholarships. Committee should endeavor to reach out to clubs to publicize the need for assistance with scholarship programs in the form of donations or memorial contributions.

Awards (Special): Promotes Club participation in the NFRW and AzFRW awards program. Provides information as to any changes in the NFRW Awards program to the Executive Committee. Committee is also responsible for State Awards program, providing awards information to Club Presidents and Executive Committee. Notifies Clubs of timeframe for awards to meet all deadlines. Works with program committee for awards recognition at AzFRW Convention.

Caring for America (Special): Based on the belief that problems can be solved more effectively through the generosity and combined energies of individuals rather than through dependency on government programs. Suggest (and track) both club and state community service projects ensuring they are marketing Republican values and Republican Women, as well as sharing ideas that work to encourage participation. Participates on the Awards Committee.

Communications Director (Special): Assists the President and Executive Committee as needed to distribute timely reminders to the membership via Constant Contact. Will also work closely with the Public Relations Chair, Facebook and Twitter Chairs as well as the NFRW 2015 Team.

All ongoing communications from Chairs should be submitted to Communications Chair for electronic delivery. Communications Director shall submit all communications to the President for her approval prior to distribution.