

ARIZONA FEDERATION OF REPUBLICAN WOMEN NOMINATION APPLICATION 2017



Application Filing Period Feb. 1, 2017 until May 1, 2017

Interviews will be at the AZFRW Summer meeting in Flagstaff May 19, 2017

Please complete the following application. Make two copies (one for the Nominating Committee and one for your file).

Mail to:

Mary Morse
P.O. Box 1186
Pima, AZ 85543
(602) 513-0067

E-mail to:

tweety1261952@earthlink.net

OR

NAME _____

ADDRESS _____

CITY/ZIP CODE _____ CELLPHONE _____

E-MAIL ADDRESS _____

OFFICE DESIRED: (PRESIDENT, 1st VICE PRESIDENT-PROGRAMS, 2nd VICE PRESIDENT-MEMBERSHIP, 3rd VICE PRESIDENT-WAYS & MEANS, SECRETARY, TREASURER, REGIONAL DIRECTOR)

1ST CHOICE: _____

2ND CHOICE: _____

3RD CHOICE: _____

AzFRW CLUB: _____ REGION: _____

Please attach a resume which includes club, Federation and political activities; "as well as", information about your education and professional background. Please include a statement telling why you are applying for the position and why you are the best candidate.

If elected, I agree to serve the AzFRW to the best of my ability for the term of two years.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

Interviews will be in person only on Friday May 19, 2017 at the Summer Meeting in Flagstaff.

AzFRW OFFICERS DUTIES

A. The President shall:

1. Be the official representative of the AzFRW.
2. Preside at all meetings of the AzFRW, the Board of Directors, and the Executive Committee.
3. Conduct such other business as may be directed by the convention, the Board of Directors, or the Executive Committee.
4. Name the appointive officers, all Standing and Special Committees, subject to the approval of the Executive Committee, except as specifically provided for in these Bylaws.
5. Be a signatory on the AzFRW financial accounts.
6. Be bonded or insured as determined by the Executive Committee.
7. Issue the Call for the Biennial Convention no later than forty-five (45) days prior to the convention. The Call shall include the reports of the Bylaws and Nominating Committees.
8. Be authorized to appoint delegates-at-large to the National Federation of Republican Women Biennial Convention only if the Federation quota of delegates is not filled from the list of delegates and alternates.
9. Be authorized to designate a representative for the AzFRW, if necessary.
10. Fill vacancies in appointive offices and committees subject to the approval of the Executive Committee.
11. Submit a program of action to the Board of Directors for approval.

B. The Vice Presidents shall:

1. In order of rank, perform the duties of the President in her absence or inability to serve.
2. Act as chairman of a Standing Committee; the First Vice President to chair a Program Committee, the Second Vice President to chair the Membership Committee, and the Third Vice President to chair the Ways and Means Committee.
3. Perform such other duties as may be assigned to them by the President or Executive Committee.

C. The Secretary shall:

1. Keep accurate minutes of all meetings of the AzFRW, the Board, and the Executive Committee. A copy of the minutes shall be sent to the President within fifteen (15) days after each meeting.
2. Maintain an up-to-date file of all officers and committees of the AzFRW, and of all clubs and their officers.
3. Be custodian of all records and other materials pertaining to her office.
4. Perform such other duties as directed by the President or Executive Committee.
5. Keep accurate minutes of all proceedings of the AzFRW Biennial Convention. A copy of the minutes shall be sent to the appointed approval committee "within two (2) weeks of the" convention's close.
6. Conduct a roll call of voting members at the Board of Directors meetings.

D. The Treasurer shall:

1. Be custodian of all AzFRW funds other than convention funds.
2. Be a signatory on all AzFRW accounts other than convention funds.
3. Be bonded or insured as determined by the Executive Committee.
4. Collect all funds, give a receipt, and deposit them in an institution approved by the Executive Committee.
5. Send a statement for dues to each club.
6. Collect dues (State and National) and National Federation of Republican Women service charges from the clubs and transmit the amounts to National Federation of Republican Women in accordance with National Federation of Republican Women deadlines.
7. Disburse funds as directed by the Executive Committee or Board of Directors.
8. Reimburse covered expenses up to the budgeted amount as per current AzFRW Financial Policies.
9. Submit a written report at each meeting of the Executive Committee and Board of Directors.
10. Submit a financial review as may be requested by the Executive Committee.
11. Be a member of the Budget and Credentials Committees.
12. Serve no more than two (2) consecutive terms.
13. Perform such other duties as may be directed by the President or the Executive Committee.
14. Be responsible for acting as Agent of Record for the Federation with the Arizona Corporation Commission.

E. A Regional Director shall:

1. Represent her Region on the Executive Committee and on the Board of Directors, and be the AzFRW liaison in educating, recruiting, and advising clubs as to the "AzFRW's" activities and policies.
2. Provide AzFRW workshops within her Region or within a combination of Regions at least once each term.
3. Visit each club in her Region at least twice each year.
4. Serve no more than two consecutive terms.
5. Be a member of a club within the Region which she represents.
6. Assist the Arrangements Chairman as needed when the Board of Directors meeting is hosted by her Region.