



# Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

## ACHIEVEMENT AWARDS CHAIRMAN

### JOB DESCRIPTION:

- \* Serve as a resource person for Unit Club Achievement Awards Chairmen;
- \* Working with the MoFRW President develop criteria for MoFRW Achievement Awards;
- \* Prepare a cover letter to be mailed to each unit club President with Achievement Awards worksheets;
- \* Encourage participation in the NFRW Biennial Convention Achievement Awards program by all unit clubs;
- \* Process awards worksheets;
- \* Be available as a speaker for District and Unit Club, as requested;
- \* Submit timely information for MoFRW President for distribution to unit clubs;
- \* Submit a written report of the committee's activities for each meeting of the Board of Directors;
- \* Compile a file or notebook of pertinent information for reference and pass it on to your successor.