



# Missouri Federation of Republican Women

FOUNDED 1930

*AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN*

## BYLAWS CHAIRMAN

### JOB DESCRIPTION:

- \* Serve as a resource person for District and Unit Club Presidents and their Bylaws Chairmen;
- \* Review unit club bylaws to insure their compliance with MoFRW and NFRW bylaws, reporting discrepancies to MoFRW President;
- \* Receive suggestions for changes in MoFRW bylaws if any, and forward to MoFRW President with recommendations for suggested action;
- \* Chair Bylaws Committee if and when the MoFRW President finds it advisable to convene a meeting;
- \* Be available as a speaker for District and Unit Clubs, 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.