



Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

EDUCATION/SPEAKER'S BUREAU

JOB DESCRIPTION:

- * Serve as a resource person for District and Unit Club Presidents and their Education/Speaker's Bureau Chairmen;
- * Develop workshop/seminars for presentation at the annual convention - submitting a plan for these workshops at the Board of Directors meeting previous to the annual Convention, when requested by the MoFRW President;
- * Prepare a list of speakers from within and without the MoFRW and topics which they can address for distribution to the unit clubs;
- * Be available as a speaker for District and Unit Clubs, as requested;
- * Submit timely information for MoFRW President for distribution to the 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.