



# Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

## MAMIE EISENHOWER LIBRARY PROJECT (MELP)/ LITERACY CHAIRMAN

### JOB DESCRIPTION:

- \* Keep accurate record, by district, of names of clubs who have donated books as part of the Mamie Eisenhower Library Project and the number of books donated;
- \* Distribute MELP bookplates as requested by clubs;
- \* Report to the MoFRW President at each board meeting on the number of books donated since the last report;
- \* Report on an annual basis the names of the three (3) unit clubs who have donated the most books;
- \* Work with the MoFRW Public Relations Chairman to assure that proper publicity is received during these donations;
- \* Promote involvement of individuals and clubs in community literacy programs;
- \* Serve as a resource for District and Unit Club Presidents and their Americanism Chairmen;
- \* 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 each meeting of the Board of Directors;
- \* Compile a file or notebook of pertinent information for reference and pass it on to your successor.