



Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

PROGRAM CHAIRMAN

JOB DESCRIPTION:

- * Serve as a resource person for District and Unit Club Presidents and their Program Chairmen; and assist Unit Clubs Chairman, as requested;
- * Recommend special programs to MoFRW President, particularly in conjunction with Board of Directors meetings and annual convention;
- * 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 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.