



# Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

## PROTOCOL CHAIRMAN

### JOB DESCRIPTION:

- \* Serve as a resource person for District and Unit Club Residents at their request;
- \* Review seating charts with MoFRW President prior to official functions at Board of Director;s meetings and Conventions;
- \* Manage the Head Table holding room with the seating lineup and in the "round-up" of the head table peior to a seated function;
- \* Educate MoFRW Membership as to proper protocol when writing to, speaking with, introducing and seating special guests;
- \* Be available as a speaker for District and Unit clubs, as requested;
- \* Unstruct and supervise pages in their duties as MoFRW functions and MoFRW conventions, as required;
- \* Submit timely information for MoFRW President for distribution to unit clubs;
- \* Submit a written report of 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.