



Missouri Federation of Republican Women

FOUNDED 1930

AFFILIATED WITH THE NATIONAL FEDERATION OF REPUBLICAN WOMEN

PUBLIC RELATIONS CHAIRMAN

JOB DESCRIPTION:

- * Encourage members to place articles in local newspapers;
- * Keep lists of major newspapers in all districts ;
- * Serve as a resource person for District and Unit Club Presidents and their Public Relations Chairmen;
- * Prepare and mail to District Public Relations Chairmen press releases describing Federation activities prior to Lincoln Day, MoFRW Convention, MoFRW Women of Tribute luncheon and other events;
- * Be available as a speaker for District and Unit Clubs, as required;
- * 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.