

## **SPECIAL COMMITTEES AND SPECIAL APPOINTEES OF THE PRESIDENT NON-VOTING MEMBERS**

In addition to the Chairmen of the Standing Committee, each State Federation's and Unit Club's bylaws specify special appointee of the President. The committees and special appointees may include:

### **AUDITOR**

The auditor is responsible for ascertaining the actual financial status of the organization. To detect and to prevent errors and to make certain standard accounting procedures were followed in the preparation of the financial reports.

### **PARLIAMENTARIAN**

The parliamentarian's first duty is to advise the president, based on experience and knowledge, of parliamentary procedure. The parliamentarian advises the president on a question of parliamentary procedure when asked or if there is a serious abrogation of procedure taking place. The parliamentarian advises but she does not issue the ruling. The president makes the ruling based on the advice of the parliamentarian.

### **CAPITOL ALERT PROGRAM (CAP) CHAIRMAN**

The CAP chairman activates members to respond to legislative action. The legislation chairman may serve as the CAP chairman or a chairman may be appointed to work with the legislative chairman.

### **AMERICANISM CHAIRMAN**

The Americanism chairman has the responsibility of inspiring respect for the American flag and our country. Traditionally, she leads the Pledge of Allegiance at all regular meetings or asks someone to assume that responsibility. She is responsible for the proper display of the flag at State Federation meetings and at all functions of the Federation. Other suggestions include teaching the rules of flag etiquette, donating books to libraries, sponsoring patriotic essay contests for schools and presenting flags to schools and community groups.

### **BUDGET CHAIRMAN**

The budget chairman is responsible for preparing the budget for the State Federation's yearly activities. The board of directors usually approves the budget.

### **CARING FOR AMERICA CHAIRMAN**

The Caring for America Chairman institutes community service projects for the club. Caring for America is based on the belief that problems can be solved more effectively through the generosity and combined energies of individuals than through dependency on governmental programs.

### **NEWSLETTER/BULLETIN CHAIRMAN**

The newsletter/bulletin chairman is responsible for preparing and distributing the newsletter to all members.

### **CHAPLAIN**

The duties of the chaplain are to give the invocation and, if used, the benediction at the meetings. Be sensitive to the diversity of religions in your group when planning your invocations and benedictions.

### **HISTORIAN**

The historian is responsible for keeping the official history activities. Suggestions for archival materials include: list of officers and committees, events and pertinent information about those events, awards, Federation activities that members participated in and the year-end membership totals.

### **HOSPITALITY CHAIRMAN**

The hospitality chairman has the responsibility for arranging the meeting place, the refreshments and the welcoming of new members and guest.

### **MEMBERSHIP CHAIRMAN**

The membership orientation chairman is responsible for making certain that new members are welcomed appropriately to the Federation and that all details of membership are taken care of. Many clubs sponsor a special membership orientation meeting to acquaint the new members with Federation activities. This builds membership as well as future leaders.

### **RESOLUTIONS CHAIRMAN**

The chairman is responsible for any resolutions that may be proposed by members for Federal action. Resolutions are used to express the opinion, wish or resolve of the organization. A resolution should include to whom it is to be directed and what action is recommended. Resolution must conform to the objectives of the Federation and the Republican Party. All information must be factual and present the Republican point of view.

### **AWARDS CHAIRMAN**

The awards chairman is responsible for the state clubs participation in NFRW's awards programs.

### **FUNDRAISER CHAIRMAN**

The fundraiser Chairman is responsible for planning and scheduling activities with the assistance and approval of the board of directors.

### **M.E.L.P. CHAIRMAN**

The M.E.L.P. Chairman is responsible for the donation of books/videos that reflect Republican Philosophy, present outstanding republican personalities or have historical significance, to local, public libraries or school libraries. Prior to donating she must consult with the recipient regarding selection to avoid duplication and confirm donation is desired.

### **PUBLICITY/PUBLIC RELATIONS**

Is the Public Information Officer for the Club. Communicates with the news media. Must be properly prepared and must accurately represent the thinking of those within the Club and the Republican Party. Responsible for keeping the public informed of the Clubs participation in Republican activities.

### **NOMINATING COMMITTEE**

Responsible for the selection of the most qualified candidate for office.

### **PROTOCOL**

Protocol is a code of political manners that ensures smooth running meetings and events. Protocol recognizes distinguished guest and is a large umbrella that covers meetings, installations, political campaigns, proper attire, invitations, R.S.V.P.'s, addressing governmental officials and more.

### **LEGISLATIVE CHAIRMAN**

The Legislative chairman is designed to keep members abreast of legislative news and events on the local, state and national level. Should be somewhat experienced in research and following the progress of a Legislative or Congressional session. Should be aware of who their elected representatives are (even the Democrats), what committees they sit on and what bills they sponsor.

### **Boutique**

Maintain inventory and sales records. Display items at every member meeting. Provide Treasurer with monies and receipt at the end of each meeting. Provide quarterly report.