

ARIZONA FEDERATION OF REPUBLICAN WOMEN
CLUB PRESIDENTS' WORKSHOP
ORGANIZATION & PROTOCOL

February 26, 2010

Websites for Your Computer

National Federation of Republican Women

www.nfrw.org

login: federation

Password: nfrw1938(all lower case)

Arizona Federation of Republican Women

www.azfrw.org

User name: federation

Password: 1920 AzFRW

Organization

Voting Members

The Elected Officers/ Executive Committee: President; 1st VP, Programs; 2nd VP, Membership; 3rd VP, Ways and Means; Secretary, Treasurer and 8 Region Directors

Appointed Officers: Chaplain, Historian, Newsletter Editor, Parliamentarian, and Web Master

Club Presidents

Ex-Officio Board Members: Immediate Past President and National Committee Woman

NFRW Board of Directors: This amount may vary, but currently we have Rae Chornenky who is NFRW 2nd Vice-President, Noreen Thomas, Campaign Chair: Barb McMullen, Club Achievement Awards Chair; and anyone who serves as a committee member.

Standing Committee Chairs: Americanism, Arrangements, Audit/Financial Review, Budget, Bylaws, Campaign, Education, Legislative, Membership, *Nominating (*Members of the Nominating Committee are elected by their Regions at the AzFRW Biennial Convention, but only the Chair has a vote on the Board of Directors*), Program, Publicity, Scholarship and Ways and Means.

Non-Voting Members

Special Committee Chairs: Awards, Barbara Bush Literacy/MELP, Biennial Convention, Caring for America, Diversity / Outreach, Presidents' Workshop, Protocol, NFRW Regents, Regional Directors Co-ordinator, Sergeant At Arms, Women Health Issues.

Even though non-voting members do not have a vote at the Board of Directors Meeting, they have a voice and can comment on business facing the Board.

AzFRW holds 3 meeting per year. In odd numbered years the Convention is held in the Fall.

NFRW Board of Directors

Voting Members

Executive Committee: President, Immediate Past President, 1st VP, 2nd Vice-President, 3rd VP, 4th VP, Secretary, Treasurer and 3 Members at Large.

The Elected Officers, President, 4 Vice-Presidents, Secretary and Treasurer are elected by the delegates to the NFRW Biennial Convention. The 3 Members at Large are elected by the Voting Members of the NFRW Board of Directors at a meeting called immediately following the close of the Biennial Convention.

NFRW is different from AzFRW in that the elected officers with the exception of the President are Regional Directors for 9 regions. Each Region consists of 5-7 states. The Region Directors may not serve as a director for their home state.

Past NFRW Presidents:

NFRW State Presidents:

Independent Clubs:

Standing Committee Chairs: Bylaws, Campaign, Fundraising, Legislative, Membership, Program, and Public Relations

Non-Voting Members

Parliamentarian:

Special Committee Chairs: Achievement Awards, Americanism, Armed Services, Caring For America, Chaplain, Federation Partners, Leadership Development, Literacy, New Generation Republican Women, Outreach, Photographer, Protocol and Distinguished Guests, Regents Program, Resolutions, Sergeants-at-Arms, Speakers' Bureau, State Presidents' Coordinator, Timekeepers, Web-Site Assistance, Women in Business Committee, Women's Health Issue's Committee, Special Events, Historian, Homeland Security, Lobbyist, Sister Cities, Headquarter Trustees, Presidential Advisor, and Biennial Convention

NFRW Board of Director Meetings are held twice a year. There is a Board meeting immediately preceding and following the Biennial Convention.

AzFRW and NFRW Biennial Conventions

Conventions are held every two years. The main purpose of the Convention is to elect officers and approve Bylaw changes.

Basic Protocol

Protocol is basically, the following of good manners, good taste, and respect for others. It can be the proper way of addressing an envelope to an elected official, place cards for head tables, speaking or addressing an elected official, seating at a head table, and even the preparation of an agenda for a meeting.

- **Rule number 1:** If an elected member of the Federation is attending your meeting, please call on her or at least recognize her. If a club president from another club in your Region is attending your meeting, you should recognize her also.
- The NFRW Website has excellent resources for Club Presidents. ***Go to the Members Only Section /List of Publications.*** 2009 Leader's Guide, MELP Book List and President's Survival Kit are great tools.

- Club Presidents make sure that your committee chairs have job descriptions.
- Business programming needs guidance. Never assume that everything has been taken care of by some one else. Confirm with your Chairmen.

Before the Meeting

- Publicity
- Prepare an agenda
- Check with Chairmen about reports
- Assure proper arrangements have been made for your speaker.

The Meeting

- Arrive early
- Recognize guests and new members
- Keep the meeting orderly and moving
- The meeting is successful when you put yourself in the place of a member in the audience. Think what you would want if you were attending the meeting.

Preparing for the Meeting

- Research your speaker and make sure all courtesies are extended during the entire visit.
- 1st contact can be made via e-mail or phone, but be sure to follow-up with a letter that acknowledges the acceptance, asks for biographical data and photos, describes the occasion and # of people attending. You should also indicate the type of program, the time, the place, the time limit, whether there will be a Q & A.
- Introduction of speaker can be made by the Program Chair or the President. The introduction should be brief.
- **NEVER, NEVER** “ turn the program over” Simply ask the speaker to come forward.
- Thank the speaker at the meeting and follow-up with a thank-you note.

Proper Format for Meeting and Agenda

Call to Order	“Remember only one rap of the gavel”
Invocation and Pledge	“ God” before pledge
Approval of Minutes	Minutes which are printed & distributed are approved by unanimous consent.
Treasurer’s Report	“filed “ does not need approval

Officers’ Reports

- 1st Vice- President-Program
- 2nd Vice-President-Membership
- 3rd Vice-President
- Corresponding Secretary

Standing Committee Reports

(You only list those Committees that have indicated that they will be present and have business to share with the Board. (The committees are usually listed in alphabetical order.)

Unfinished Business (Do not refer as old business)

Business left unfinished at a previous meeting

New Business Adjournment

You can go to Roberts Rules of Order for a more detailed explanation.