2026-2027 CCRWC OFFICER DESCRIPTIONS

OFFICER TITLE	OFFICER DESCRIPTION
PRESIDENT	**Duties of the President** 1.To chair and preside at all meetings of the Club, the Executive Committee and the Board of Directors. 2.To appoint all Standing Committees, except the Nominating Committee and the Financial Review Committee, the appointment of all committee chairwomen to be approved by the Executive Committee, Standing Committees to be Campaign, Fundraising, Communications, Legislative, and Membership. 3.To appoint a Parliamentarian, Sergeant-at-Arms and a Chaplain. 4.To appoint chairwomen of such Special Committees, approved by the Executive Committee, as may be deemed advisable to carry out the program of the Club. 5.To serve as a voting member of the Republican Party County Executive Committee. 6.To represent the Club at all times or designate someone as representative in her absence or inability to do so. 7.To serve as ex-officio member of all committees except the Nominating and Financial Review Committees. 8.To formulate a program of action for the Club and, assisted by the Treasurer, prepare an annual budget, both to be presented to the Board of Directors for adoption. 9.To provide current bylaws, assisted by the Executive committee to club members. 10.To maintain records and files of the Club. 11.To be a signee on the Club bank account.
VICE PRESIDENT	**Duties of the Vice President** 1.To preside in the absence of the President. 2.To arrange, in consultation with the President, for speakers and programs of the Club. 3.To serve as ex-officio member of the Financial Review Committee 4.To work with the Membership Chairwoman to promote membership. 5.To serve with the Club President and Treasurer in maintaining a current membership roster of the Club's current members. 6.To perform such other duties as may be assigned by the President.

SECRETARY	**Duties of the Secretary** 1.To keep and present the minutes of all meetings of the Club. 2.To serve as custodian for all records of the Club and to prepare a permanent record book of all meetings, to be delivered to her successor. 3.To assist the Club President and Board of Directors with communications to club membership, as needed.
VICE SECRETARY	**Duties of the Vice Secretary** 1.To be in full knowledge of the Secretary's duties, activities and transactions. 2.To assist the Secretary, as deemed necessary. 3.To fulfill the Secretary's duties upon her absence.
TREASURER	**Duties of the Treasurer** 1.To prepare, with the Club President, an annual budget. 2.To receive and be a custodian of all funds of the Club and to pay all bills within the budget. Payment of all bills not within the budget shall be approved by the Executive Committee. All payments shall be reviewed by the President before disbursing. 3.To keep an account of all monies received and disbursed by her and to report in full at each meeting. 4.To keep an up-to-date roster of Club members and payment of dues. 5.To serve as an ex-officio member of the Finance Committee and present the treasurer's books for review. 6.To keep the Vice Treasurer fully informed of all treasury activities and transactions. 7.To be a signer on the Club bank account. 8.To submit all tax reports to the IRS as required by law, if applicable. 9.To track and report contributions and expenditures as needed to local, state and/or federal election finance organizations.
VICE TREASURER	**Duties of the Vice Treasurer** 1.To be in full knowledge of the Treasurer's duties, activities and transactions. 2.To assist the treasurer, as deemed necessary. 3.To fulfill the Treasurer's duties upon her absence including receiving funds, disbursing checks and tax or election finance reporting. 4.To perform all other such duties as may be deemed necessary to carry out the financial business of the Club. 5.To be a signer on the Club bank account