

**VRW Bylaws**  
**Article VI – Officers and Their Duties**  
**Section 2: Duties of Officers**

**President**

The President shall preside at all regular meetings and meetings of the Executive Committee for two years after she assumes office on January 1. She shall appoint all Committee Chairmen, except the Nominations Committee and Political Action Committee, and shall be ex-officio member of each committee. In the absence of the Treasurer, she shall have the authority to transact business involving the bank account. She shall have general supervision of all work of the organization and shall be the club's primary delegate to the Greater Houston Council of Federated Republican Women.

**First Vice-President – Programs**

The First Vice-President shall perform the duties of the President whenever the President is absent or otherwise unable to serve. The First Vice President shall serve as Program Chairman and she shall be the organization's second delegate to the Greater Houston Council.

**Second Vice-President – Membership**

The Second Vice-President shall serve as Membership Chairman. She shall be responsible for organizing a Membership Committee to recruit, encourage, and mentor new members and maintain accurate records for VRW and TFRW.

**Third Vice President**

The Third Vice President shall serve as Ways and Means Chairman.

**Fourth Vice President**

The Fourth Vice President will serve as Political Activities Chairman and be responsible for collecting and reporting volunteer hours to TFRW, as well as organizing and making available accurate information regarding candidates, campaigns, and events for all elections.

**Recording Secretary**

The Recording Secretary shall keep a factual and unbiased record of the proceedings of all meetings, regular and Executive Committee. She shall receive and file the monthly Treasurer's report with the minutes.

**Treasurer**

The Treasurer shall receive and be custodian of all funds of the organization, and shall pay all bills upon authorization by the President. She shall keep an account of all monies received and disbursed and shall give a report at each regular meeting. As the PAC Treasurer, she shall be duly registered with the Texas Ethics Commission and shall submit all reports required by the TEC including the report due on January 15 following the end of her term.