



REPUBLICAN WOMEN OF WORCESTER COUNTY, MARYLAND COMMITTEE DESCRIPTIONS

Please contact the President or Committee Chair if you are interested in serving on any of the following committees.

- **Americanism**
 - Promotes patriotism at every meeting
 - Presents an Americanism topic at a general meeting at least twice yearly
- **Awards**
 - Collects & collates all RWWC monthly volunteer hours throughout the year
 - Coordinates & reports RWWC participation in the MFRW & NFRW awards programs
 - Maintains a working knowledge of all requirements & deadlines
 - Presents award information to the RWWC executive board & membership
- **Budget & Finance (Standing)**
 - Prepare the annual budget for review and approval
 - Oversee RWWC finances
 - Consists of President, Treasurer, & Assistant Treasurer
- **Bylaws (Standing)**
 - Attends RWWC board meetings to act as a resource regarding existing bylaws
 - Facilitates biennial review and revision of bylaws
- **Campaign Activity (Standing)**
 - Plan political activities for RWWC
 - During election years, coordinates campaign activities as determined by the President & Board
- Sets up schedules for volunteers for early voting in primary & general elections
- Works with the Republican Central Committee of Worcester County to schedule volunteers for headquarters & polling locations
- **Caring for America**
 - Oversees local community service projects that promote Republican values & women
 - Examples include the annual Flags for Heroes, O.P. community Christmas tree, Valentines for Veterans
- **Chaplain**
 - Provides a meaningful prayer before each board meeting and luncheon
 - Is available to RWWC members to discuss issues related to faith & our political leaders
- **Communications (Cor/Com committee)**
 - Provide members with information about Club activities & updates
 - Applications include website gopwomenofworcester.org, MailChimp for mass emails, & Cognito Forms for reservations, applications and volunteer hours
- **Fundraising (2nd VP committee)**
 - Will plan, organize, & complete annual fundraising events needed to carry out the mission of RWWC
- Examples may include but not limited to the annual fund raiser, 50/50, & restaurant events.
- **Historian**
 - Maintains a record of RWWC information throughout the year, either written or photographic
 - Examples include list of officers & committee chairs, events, awards, & Federation activities
- **Hospitality**
 - Greet members & guests at meetings and RWWC events
 - Coordinate Meet & Greet events
- **Legislative (Standing)**
 - Monitor pending state and national legislation
 - Convey information to members to encourage action on bills that we should support or oppose
- **Literacy**
 - Leads bimonthly Red Shoe Book Club
 - Coordinates donations to five (5) county public libraries to purchase MELP books & provides RWWC book plates
 - Chairs the annual 8th-grade essay contest on the Constitution, Amendments, & Declaration of Independence
- **Luncheon/Dinner**
 - Procure venues for regular meetings & plan menus
 - Maintain contact with Treasurer re payments, deposits to venue & payment of final bill
- Maintain contact with venue manager on room setup, count, special diets, final bill, equipment problems, etc.
- **Membership (Standing)**
 - Develop new methods of enlisting membership
 - Collect annual dues
 - Maintain an up-to-date list of membership
 - Send monthly report to MFRW
 - Order name badges
 - Greet members & guests at luncheons and events
- **Newsletter**
 - With information provided by the Board, committees, & members, compile an attractive & informative monthly publication
- **Parliamentarian**
 - Maintain order at meetings & follow Robert's Rules of Order
 - Every 2 years, appoint a nominating committee, coordinate the election of officers & arrange installation
- **Publicity (Standing)**
 - Inform media of various RWWC events, including providing photographs for publication
- **Sergeant at Arms**
 - Sets up flags & mission statement banner at meetings
 - Leads the Pledge of Allegiance at all meetings
 - Help maintain order at meetings

Note: Other committees can be added as needed by the Executive Committee.