



DUTIES OF STANDING COMMITTEE CHAIRS
(these Chairs have a vote on the TRW Board of Directors)

Americanism Chair shall:

- A. Lead the Pledge of Allegiance at the monthly meeting/luncheon and all TRW sponsored events;
- B. Prepare a statement for the luncheon/meeting about America's historical or current events;
- C. Provide an article for the monthly newsletter; and
- D. Perform other duties as directed by the President or EC.

Campaigns Chair shall:

- A. Stay up on what is happening with local, state, and federal campaigns;
- B. Present pertinent campaign information at the luncheons
- C. Provide an article for the monthly newsletter (if warranted); and
- D. Perform other duties as directed by the President or EC.

Chaplain shall:

- A. Lead TRW functions and meetings in prayer as requested by the President; and
- B. Perform other duties as directed by the President or EC

Communications Chair shall:

- A. Create and distribute the newsletter;
- B. Maintain TRW Facebook and Instagram accounts;
- C. Send out other communications as requested by the President; and
- D. Perform other duties as directed by the President or EC

Nominating Chair shall:

- A. Collect information from any member wishing to run for elected TRW office;
- B. Interview candidates who wish to run for elected TRW office;
- C. Present the slate of nominated officers as the TRW October Meeting;
- D. Preside over the voting for officers at the November meeting; and
- E. Perform other duties as directed by the President or EC

DUTIES OF SPECIAL COMMITTEES
(these Chairs do not have a vote on the TRW Board of Directors)

Armed Services Chair shall:

- A. Look for opportunities to help Veterans and Deployed Military such as Adopt-a-Platoon with donations and cards;
- B. Coordinate with the Americanism Chair to ensure that the flag is displayed appropriately at all TRW functions;
- C. Provide an article for the monthly newsletter; and
- D. Perform other duties as directed by the President or EC.

Bylaws Chair shall:

- A. Appoint a team to review the bylaws to comply with AzFRW & NFRW bylaws;
- B. Present the proposed amendments to be approved by the BOD and adopted by the Active members;
- C. Review the Standing Rules and submit proposed changes to the BOD; and
- D. Perform other duties as directed by the President or EC.

Caring for America Chair shall:

- A. Provide a list of organizations to assist each month that is approved by the BOD;
- B. Contact the leader of the organization(s) to be at the luncheon to speak, greet and inform the members;
- C. Provide an article for the monthly newsletter; and
- D. Perform other duties as directed by the President or EC.

Club Achievement Awards Chair shall:

- A. Keep up with the requirements for awards for both AzFRW and NFRW;
- B. Make sure that TRW is meeting the awards requirements;
- C. Make sure the awards forms are submitted in a timely manner to both AzFRW and NFRW; and
- D. Perform other duties as directed by the President or EC.

Legislation Chair shall:

- A. Write an article for the monthly Newsletter about what is happening at the Arizona legislature and/or the U.S. Congress;
- B. Train members on how to use the AZLEG.GOV website and the Request to Speak (RTS) to promote or defeat bills;
- C. Give a report to the BOD and at the luncheon/meetings when asked by the President; and
- D. Perform other duties as directed by the President or EC.

Scholarship Chair shall:

- A. Appoint a committee of at least three members;
- B. Accept applications from Pima County Community College;
- C. Verify Republican status of recipient
- D. Evaluate each applicant based on application and oral interview;
- E. Present the applications to the BOD for approval;
- F. Ensure the treasurer disburses the checks in a timely manner; and
- G. Perform other duties as directed by the President or EC.

Volunteer Hours shall:

- A. Monthly remind volunteers to submit their volunteer hours for the appropriate categories;
- B. Keep track of the appropriate categories to be submitted to AzFRW & NFRW; and
- C. Perform other duties as directed by the President or EC.

The Board of Directors may amend these job descriptions.