



NvFRW Handbook

NEVADA FEDERATION OF REPUBLICAN
WOMEN (NvFRW)
nvfrw.org
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NvFRW Leadership Handbook

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INTRODUCTION TO LEADERSHIP

Leadership is a unique combination of qualities that together produce desired results. Leadership is a combination of character, conduct, and confidence, and each person has her own unique qualities that she brings to a particular challenge.

The only aspect of leadership that is universally agreed upon is that most leaders are not born but are individuals who LEARN TO BE LEADERS! Leadership styles differ from person to person and from situation to situation.

A leader must believe in herself and what she is doing and have confidence that she will succeed. The attributes of knowledge, persistence, drive, courage, imagination, and all the rest buoy her own spirits as much as those of others. That is why leaders can lead. They stimulate and inspire others.

A leader has strength of character, integrity, individuality, concern for others, commitment to excellence, ability to motivate others, and to help them develop their own potential. A leader not only inspires loyalty, but she gives loyalty. A leader never hesitates to compliment those around her.

To be an effective leader, you need to understand your personal qualities and determine how you can use them in your leadership role. Evaluating your personal traits can help you improve those that need to be improved. Other qualities not easily dealt with include the ability to make a decision quickly. You may be faced with a situation at a meeting or a community program in which someone has to make a decision promptly. Being able to make decisions quickly is important in this situation. However, there are times when it is better to be patient and not decide an issue in haste, and to draw others into the decision-making process. A leader will know the difference and know when to take the appropriate action.

Taking criticism well is the mark of a leader. Criticism will come to those in leadership positions, and if you can take comments that people make as suggestions, rather than personal criticism, you will learn from them and grow in your leadership ability.

Politics demands a combination of qualities: tolerance, moderation, diplomacy, emotional stability, and unconditional devotion to the best interests of the Republican Party and to the Federation. Effective political leadership can provide direction for the broad spectrum of political thinking that an all-inclusive base of strength requires. Within the Federation, great leaders work not only in the political arena, but at the national, state, and local club level. On the following pages are some tips to help you become a more effective leader in your Club.

DEFINITIONS OF LEADERSHIP

- Leadership is a pattern of behavior to enable one to accomplish a goal.
- Leadership is assistantship, giving people the kind of inspiration and support so that can do the job that needs to be done.
- Leadership means creating a climate so that others may feel secure and confident.
- The pattern of leadership must be adaptable to the goals of the organization which it serves.
- A leader's function is to help the group learn to decide and act for itself.
- You cannot help a man uphill without getting closer to the top yourself.
- The true leader is one who can arouse the best in others.
- Leadership is caring, is being concerned. Leadership without human concern is negative leadership.
- The final test of a leader is that he leaves behind him in other people the conviction and the will to carry on.

Walter Lippmann was an American newspaper commentator and author who in a 60-year career made himself one of the most widely respected political columnists in the world. His best quote is, "The final test of a leader is that he leaves behind him in other men the conviction and the will to carry on." He encouraged others to

Build one's own style of leadership. Leadership needs cooperation and association.
Leadership needs moral principles, freedom and dignity.

From Franklyn Haiman, a university professor who focused his research and activities around free speech, we find these patterns for leadership:

1. The only circumstances people fully understand are those that they have themselves experienced. The only ideas they fully grasp is those in whose formulation they have participated.
2. Decisions that are a synthesis of a group's own efforts elicit more solid and enduring support than the edict of one man.
3. Democratic leadership enables a society to draw upon all of the human resources that are available to it.
4. Democratic leadership creates strong, responsible, self-reliant individuals who cannot be pushed around by the first tyrant that comes along.
5. Democratic leadership builds a group that will not fall apart if something happens to the leader.

— Franklyn Haiman, *Group Leadership and Democratic Action*

NvFRW LEADERSHIP SKILLS

WHERE ARE YOU IN TERMS OF LEADERSHIP SKILLS?

The general consensus was that those who have natural leadership skills are willing to take on responsibilities that are sometimes new and challenging. They are people who have bold ideas and want to be active and involved.

WHAT ARE LEADERSHIP SKILLS?

Leadership draws others into growing and producing.

PURPOSE OF LEADERSHIP

If we don't have dynamic leaders an organization or business will not grow and reach its highest potential. This is why it's important to be open to new people who come into leadership positions so new ideas can be explored and implemented.

IMPORTANCE OF TRUST... TRUST CREATES JOY AND A HIGHER PURPOSE

In any organization, when new leaders and new ideas are introduced, those who have held high positions and have led it is important to let others expand and to become trusted and successful. We want honesty and respect and sometimes change. However, it is sometimes the responsibility of a leader to see when change is not always a success. The duty of a leader is to sometimes step in and make some amendments and to exercise authority that is not always understood. So, there is accountability as well.

DO YOU SEEK OUT NEW PEOPLE FOR VARIOUS DUTIES?

Too often in organizations such as our Federated clubs we become too set in our ways and tend to overlook new talent that comes into our environment. Our leadership teams should always be welcoming and inviting.

Don't forget to ask. Look for new talent. We should always be looking for members who can qualify to move onto the NvFRW Board of Directors.

Look for honesty and respect.

RECOGNIZE EXCELLENCE...MEETING GOALS...SUPPORT

As a leader, whether as president, membership chair, past president, whatever, don't get in a rut and forget that those who are willing to assume new positions need to be supported and recognized for their efforts. When we develop new leaders, everyone benefits.

In difficult times, it is the leadership team that comes in to hold things together.

— These comments are the result of discussions led by NvFRW member Marian Bond Facilitator of the Leadership Breakout, Northern Leadership Day, January 28, 2017

SKILLS AND TOOLS OF LEADERSHIP

SKILLS

The following **HUMAN RELATIONS SKILLS** help with getting along with others in a group:

- Caring - Considerate
- Sensitive - Warm
- Honest - Respectful
- Mature - Open attitude
- Inspirational - Resourceful
- Persuasive - Cooperative
- Motivational - Willingness for self-improvement
- Good judgment - Sense of humor
- Good Listener - Fair

The following **ADMINISTRATIVE SKILLS** help with getting the job done:

- Organization and planning abilities
- Implementation skills
- Skills in integrating, measuring, evaluating
- Application of past mistakes to present and future projects
- Record keeping and reporting
- Delegating and sharing responsibilities

The following **LEADERSHIP DEVELOPMENT SKILLS** help to develop future leaders:

- Use of co-chairmen and group members
- Enlargement of Board or Committee
- Know talents and skills of members
- Delegate responsibilities
- Personal appeal of some members
- Do not fear change
- Communication skills in word and gesture
- Nominating committee that represents the entire membership

TOOLS

The following **TOOLS** are essential for good Leadership:

- Job Descriptions
- Written agenda for meetings
- Knowledge of Bylaws
- Robert's Rules of Order, Newly Revised
- Open discussion

TEAM MEMBER NEEDS

AS A FOLLOWER

- I NEED A SENSE OF BELONGING, a feeling that no one objects to my presence, a feeling that I am sincerely welcome, and a feeling that I am honestly needed for myself, not just for my money, who I am, or to make the group larger.
- I NEED to have a share in planning the group goals, and I need to feel that my ideas have had a fair hearing.
- I NEED to feel that the goals are within reach and that they make sense to me.
- I NEED to feel that what I am doing contributes something important to the group and that its value extends beyond the group itself.
- I NEED to share in making the rules of the group, the rules by which together we shall live and work toward our goals.
- I NEED to know in some clear detail just what is expected of me so that I can work confidently.
- I NEED to have responsibilities that challenge, that are within range of my abilities, and that contribute toward reaching group goals.
- I NEED to see that progress is being made toward the goals set, and that I am making progress toward my personal goals.
- I NEED to be kept informed. What I am not up on - I may be down on.
- I NEED to have confidence in the leaders and officers, confidence based upon assurance of consistent fair treatment, of recognition when it is due, and of appreciation for steady, consistent, contributing membership.

AS A LEADER

- I ENJOY feeling useful and my only pay is satisfaction in a job well done.
- I HOPE to use my special skills and talents.
- I APPRECIATE the incentive for education in a new arena.
- I HAVE the opportunity to grasp local and national issues.
- I APPRECIATE the stimulus to personal growth and intellectual activity.

HOW GOOD A LISTENER ARE YOU?

Science says you think four times faster than a person usually talks to you.

- Do you use the excess time to turn your thoughts elsewhere while you are keeping general track of a conversation?
- Do you listen primarily for facts, rather than ideas, when someone is speaking?
- Do certain words, phrases or ideas so prejudice you against the speaker that you cannot listen objectively to what is being said?
- When you are puzzled or annoyed by what someone says, do you try to get the question straightened out immediately, either in your own mind or by interrupting the speaker?
- If you feel that it would take too much time and effort to understand something, do you go out of your way to avoid hearing about it?
- Do you deliberately turn your thoughts to other subjects when you believe a speaker will have nothing particularly interesting to say?
- Can you tell by a person's appearance and delivery that he won't have anything worthwhile to say?
- When somebody is talking to you, do you try to make him think you're paying attention when you're not?
- When you're listening to someone, are you easily distracted by outside sights and sounds?
- If you want to remember what someone is saying, do you think is a good idea to write it down as he goes along?

If you answered "no" to all of these questions, then you are that rare individual - the perfect listener. Every "yes" answer means that you have a specific bad listening habit.

THOUGHTS ON LISTENING

Listening constitutes the major part of communication activities. Statistics show that listening takes 45% of communicating time; speaking takes 30%; reading 16%; and writing 9%. If a person improves their listening skills by 25%, then the effectiveness of communicating activities increases significantly.

The benefits of effective listening are many:

- You get more from a conversation or conference than the indifferent listener does for the same amount of time.
- Because you refrain from snap answers that tangle the communication in knots, you save the time it takes to unravel these knots by laborious explanations.
- You increase your chances of making more realistic decisions, because you are better informed as to facts, opinions, and attitudes.
- By showing interest and asking non-threatening questions, you help the speaker fill in gaps he may have left in his presentation.
- You learn to speak more effectively by observing how people convey, or fail to convey, their messages.
- You discover what level of language the other person will understand best when your turn comes to speak.
- You are better prepared to make your own message fit with the knowledge, views, and the feelings of those with whom you are communicating.

As an effective listener

- You listen to understand what is meant, not to make yourself ready to reply, contradict, or refute.
- You know that what is meant involves more than the dictionary meaning of the words that are used. It involves, among other things, the tone of voice, the facial expressions, and the general behavior of the speaker.
- You look for clues as to what the other person is trying to say, putting yourself in the speaker's shoes, looking at the world as the speaker sees it, accepting the speaker's feelings as facts that have to be taken into account.
- You put aside your own views and opinions for the time being. You realize that you cannot listen to yourself inwardly at the same time that you listen outwardly to the speaker.
- You control your impatience because you know that listening is speedier than talking. The average person speaks about 125 words a minute but can listen to about 400 words a minute. The effective listener does not jump ahead of the speaker; you give him time to tell his story. What the speaker will say next may not be what the listener expects him to say.
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- You do not prepare your answer while you listen. You want the whole message before you decide what to say. The last sentence of the speaker may give a different slant to what was said before.
- You show interest and alertness. You know that this stimulates the speaker and improves his performance.
- You expect the speaker's language to differ from the way you would say the same thing yourself. You do not quibble on words but try to get at what is meant.
- Your purpose is the reverse of that of a debater. You look for areas of agreement, and not for weak spots that you have to attack and blast with the artillery of counter arguments.
- You do not interrupt. When you ask questions, it is to secure more information, not to trap the speaker into a corner.
- In a conference, you listen to all participants, not only to those who are on your side.
- In a particularly difficult discussion, you may, before giving your answer, sum up what you understood was meant by the speaker. If your interpretation is not accepted, then the speaker knows that he has to clear this point before attempting to proceed.

Like all skills, listening requires self-observation, time, patience, and practice. In a group that has the advantage of having an appointed moderator, the function of observing may be left to him at the beginning. But no one can make real progress unless he checks on his own performance and keeps on checking until the skill of listening becomes a habit.

To check on one's own performance while in action is most difficult for the beginner. It seems better to wait until a conversation or conference is over, and then make a leisurely evaluation of oneself as a listener.

The list given above under Effective Listener can serve as a guide in evaluating your listening skills. Check your performance against all 12 items and decide which one you will pay attention to the next time you practice listening. Choose only one, or at the most, two items to observe at a time. Do not try to advance through all the items at once. The directives are so interdependent that practicing one helps the mastery of many others.

— *Dr. J. Samuel Bois*

LEADERSHIP DEVELOPMENT

THE ABC's OF LEADERSHIP

A leader's first challenge is to determine the goal or destination she is leading people to, and then figure out how to get there! A leader's role is part cheerleader and part disaster prevention! An effective leader is one who has power with people, not power over people.

"A" is for Attitude

You must lead with a positive attitude as attitudes are contagious. Have a good time at your Federation meetings. You learn more if you are laughing at the same time. Try to find a role for every member.

Catherine Colgan, NFRW Leadership Development Chair, tells the story of "Mable." "One day I was organizing a new club in West Texas, one lady named Mable lamented that she felt she was too old to volunteer to be an officer. Earlier someone told me Mable had made the delicious cookies for the meeting, so I promptly appointed her the "Cookie Chair" and she beamed with delight. Unfortunately, at the next Board meeting, the President of that new Club said that many members of their Club were upset with me because they had gained so much weight eating Mable's cookies!"

"B" is for Budget

Budgeting of time. If we run short of money, we can earn more. Not so with time – we all have only 24 hours each day. Volunteers only have a few hours in each day or week to donate. If we feel our time is wasted or we do not understand, enjoy and believe in our volunteer work, we usually do not whine or complain – we walk away. I bet every person has done just that at one time!

Recruiting new members is vital to our clubs – we must increase our membership if we are to remain a viable, effective organization. Remember, however, that we must retain those members. Budgeting their time wisely and effectively will help inspire them to stay active.

Budget the time of your meeting programs. When a speaker is invited to address your group, state the time allotted to the presentation – in writing. Caution the speaker prior to the introduction that the time limit will be "enforced" politely but firmly (either with timecards or with your rising to stand by his/her side at the lectern). Do not be shy about enforcing the time limit – just do it! Otherwise, the remainder of the program is disrupted. This is not a wise use of your member's time!

Budget time also in your Board meetings. Avoid a big, impersonal Board by keeping it "lean, mean, and manageable" so that all have an opportunity for input and an exchange of ideas – which leads us to "C".

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“C” is for Communication

Before we think about communication with the public outside our organization, we must improve our communication within our organization.

- You, as leaders, first need to become knowledgeable and informed.
- The next step is to become a communicator. Remember that one of the keys to communication is to know your audience.
- Keep your communication simple. When speaking, be brief and use words that will be understood by everyone in the room.
- Written communications should be short. The busy person does not have time to read a lengthy epistle and will set it aside – often never to be read.
- Try to avoid political labels such as “Conservative” or “Liberal”. (Catherine Colgan writes that in some of the Louisiana parishes, for many years one was considered a liberal if he did not belong to the Ku Klux Klan.) WE ARE ALL REPUBLICANS.

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LEADERSHIP QUALITIES

Research shows that leaders have qualities that make them special and set them apart from others. Those qualities may be categorized in the following traits:

INNOVATORS

- Have a vision, know where they are going; state goals clearly, and show passion for the goals.
- Recognize priorities beyond current popularity.
- Advocate for your organization.
- Delegate tasks; do not try to do everything.

MENTOR or TEACHERS

- A leader is 90% mentor and 10% builder.
- Educate those you lead so they may help in reaching set goals.
- Always use integrity as you identify with those you lead. Reach out to diverse groups.
- Recognize and applaud achievement; encourage the entire organization to claim a stake in each success.
- Maintain patience and endurance in creating unity and common cause.
- Mentor by helping women raise their expectations and encourage them to reach their goals.
- VERY IMPORTANT: Mentor your replacement; we will not be here forever. The greatest legacy leaders have is that there will be others honored, willing and able to follow your term.

MOTIVATORS

- Lead in the present.
- Put the needs of those you lead first.
- Use good communication skills.
- Know how to energize and instill the desire of those around you to accomplish goals.
- Delegate responsibility by empowering people to act on their own.
- Make a request, not give orders.
- Follow rules and policies that guide your organization.
- Leaders must handle criticism with grace.
- Leaders are self-starters and change oriented but are careful to set goals that are realistic.

PROBLEM SOLVERS

- Consider all factors first before acting.
- Overcome obstacles.
- Divide the problem into rational, manageable parts.
- Do not rely on the comfortable status quo.
- Gather as much information as possible. Talk to people who can help you arrive at an effective and reasonable decision.
- Look at all sides of the question with an open mind.

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CHARACTER MODELS

- Demonstrate honesty and integrity through your actions.
- Never act out of vengeance or spite.
- Humility; acknowledge the work of your members. Give credit to those who make you look like a good leader.
- Keep your sense of humor. People are people. We all are volunteers with issues apart from the organization.

Adapted from: Shirley Foote, NFRW.org, September 2006

THE VALUE OF MENTORING

Mentoring is vital. Don't underestimate the lack of information some of the new members have?

Most women join political clubs to learn and to work in campaigns. Be sure to educate them about who we are and include them in some facet of your committee structure. The Republican Party is only going to be as good as we have educated people who support it.

Make sure that there are new faces on your Board of Directors every election cycle. Soon after you are elevated to a leadership position, begin to search for your successor and then start to train her.

Always remember how you got to where you are. No one is ever elected by herself – nor can she successfully lead by herself. It takes the teamwork of others to get where you are, and it takes teamwork to remain a good, effective leader.

Some words of wisdom from Eric Nielson, former Speaker of the Canadian Parliament:
“Never mistake charisma for leadership. There must be substance behind the popular façade. Most dangerous of all, too often the greater the charisma; the greater the paranoia that will attend every unsuccessful venture or objective of the charismatic leader. Leadership demands performance, not just personality. Strong leadership, not charisma is what makes the difference. Leadership is being prepared to do what is asked of others, it is getting out of others what one is willing to do oneself, rather than leaving the dirty jobs to the followers. Leaders are not always nice folks. Unless you set high objectives, nothing is achieved and that means making demands that are sometimes resented. However, the more difficult the objective, the greater is the substance of its achievement by the leader.”

Don't beg people to follow our lead – inspire them!

(Excerpted from a presentation by Catherine C. Colgan, Chair of the NFRW Leadership Development Committee, Leadership Development Workshop, March 12, 2011)

I AM A REPUBLICAN BECAUSE ...

I BELIEVE the strength of our nation lies with the individual and that each person's dignity, freedom, ability and responsibility must be honored.

I BELIEVE in equal right, equal justice and equal opportunity for all, regardless of race, creed, sex, age or disability.

I BELIEVE free enterprise and encouraging individual initiative have brought this nation opportunity, economic growth and prosperity.

I BELIEVE government must practice fiscal responsibility and allow individuals to keep more of the money they earn.

I BELIEVE the proper role of government is to provide for the people only those critical functions that cannot be performed by individuals or private organizations and that the best government is that which governs least.

I BELIEVE the most effective, responsible and responsive government is government closest to the people.

I BELIEVE Americans must retain the principles that have made us strong while developing new and innovative ideas to meet the challenges of changing times.

I BELIEVE Americans value and should preserve our national strength and pride while working to extend peace, freedom and human rights throughout the world.

FINALLY, I BELIEVE the Republican Party is the best vehicle for translating these ideals into positive and successful principles of government

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Differences between Democrats and Republicans*

	Republicans	Democrats	Source*	Notes
Core Beliefs Shape Ideologies and Policies	<p>Conservative, "Right Wing"</p> <ul style="list-style-type: none"> --Favor minimal government --Reduce government spending --market based solutions --lower taxes on businesses --favor voter ID --Government regulations hinder capitalism, economic growth --elephant symbol 	<p>Liberal, "Left Wing"</p> <ul style="list-style-type: none"> Expand government roles in universal health care, food stamps, unemployment benefits, environmental laws --progressive taxes --Oppose voter ID --Government regulations necessary to protect consumer --donkey symbol 	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>"The right believes the left pays too much attention to words and bestows too little attention on results."</p> </div> <p>Debra J. Saunders, Review Journal Commentary, 7/21/19</p>	
Health Care, Abortion	<p>Private companies can provide healthcare services more efficiently than government-run programs. Oppose Obamacare provisions like (1) requirement for individuals to buy health insurance or pay a fine, (2) required coverage of contraceptives.</p> <p><u>Pro Life</u></p> <p>"We assert the sanctity of human life and affirm that the unborn child has a fundamental right to life which cannot be infringed."</p> <ul style="list-style-type: none"> --oppose abortion, but if abortion remains legal, leave it up to the individual and not part of federal spending. --Support private health care 	<p>Support universal healthcare; strong support of government involvement in healthcare, including <u>Medicare and Medicaid</u>. Generally, support Obamacare.</p> <p><u>Pro Choice</u></p> <p>"We believe unequivocally, like the majority of Americans, that every woman should have access to quality reproductive health care services, including safe and legal abortion."</p> <ul style="list-style-type: none"> --Keep elective abortion legal, support Roe v. Wade --Support federal funding for health care. 	2016 Republican and Democrat <u>platforms</u> respectively.	
National Defense	Increase spending; key to protecting USA is strong military and defense system.	Minimize defense spending by building world-wide relationships; scale down military.	Dan Zimmerman U Tube	
Immigration	In favor of wall along U.S.-Mexican border. Generally, against amnesty for any undocumented immigrants. Oppose President Obama's executive order that put a moratorium on deporting certain workers. Republicans also fund stronger enforcement actions at the border.	Oppose wall. Call for path to citizenship for certain undocumented immigrants, e.g., those with no criminal record, who have lived in the U.S. for 5+ years.	<u>nj.com</u>	Both parties want to fix "broken immigration system" but disagree on how.
Climate Change	Rejected the findings of the United Nations' Intergovernmental Panel on Climate Change as "a political mechanism, not an unbiased scientific institution" with "intolerance toward scientists and others who dissent from its orthodoxy."	"Climate change poses a real and urgent threat to our economy, our national security, and our children's health and future." (United Nations' Intergovernmental Panel on Climate Change)		On climate change, "The Jury is still out.," Charles Krauthammer, <u>Things that Matter</u> .

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Gun Control	Strong support for 2 nd Amendment (right to bear arms) gun ownership rights.	Support more gun control laws. Disallow concealed weapons.		
The Economy	Cut taxes whenever possible without hurting budget	Support progressive taxes, i.e., rich should pay more.		

*These *opinions* on party differences are gleaned from multiple websites/sources and researched by Alice Clark, ARW. Use as discussion tool to fulfill Achievement Award criteria "Club presentation on differences between Republicans and Democrats."

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ORGANIZATIONAL HISTORY OF THE NvFRW

The Nevada Federation of Women's Republican Clubs of America was officially formed in September 1950 in Ely, Nevada and were affiliated with the National Federation of Women's Republican Clubs of America (NFWRC). The name was changed to the Nevada Federation of Republican Women in 1954 in conjunction with the national organization's change from NFRWC to NFRW.

Four Board of Directors meetings are held every two-year cycle as is the Biennial convention. The NvFRW has an active Regents program, hosts a biennial Legislative Day, supports legislative advocacy programs and campaign management schools. Clubs organize and participate in get-out-the-vote efforts, candidate recruitment, lobbying the State Legislature, Constitutional workshops and Lincoln Day events. Many members are active in Republican Party activities, precinct organization and Republican conventions. Clubs and members sponsor picnics, barbeques and other events for candidates, as well as engage in community service activities that benefit senior citizens, abused women, veterans and the homeless.

NvFRW PRESIDENTS

Janet Freixas, January 2020 to December 2021
Diane Baranowski, January 2018 to December 2019
Lori Piotrowski, January 2016 to December 2017
Carol Del Carlo, January 2014 to December 2015
Sherrie Dilley, October 2013 to December 2013
Maraya Evans, January 2012 to October 2013 (resigned)
Lynne Hartung, January 2010 to December 2011
Michele Turner, January 2008 to December 2009
Connie S. Fent, January 2006 to December 2007
Mary Ellen Cushard, January 2004 to December 2005
Connie Fent, (acting Spring 2003 to Dec. 2003)
Lia Roberts, January 2002 to Spring 2003 (resigned)
Su Kemper, Spring 1999 to Dec. 2001 (Biennial and election date changed)
Helen Klatt, Spring 1997-to Spring 1999
Patsy Pumphrey, Spring 1995 to Spring 1997
Paula Schlegelmilch, Spring 1992 to Spring 1995
Dottie Winans Miller, Spring 1991 to Spring 1992
Doris Steiner, Spring 1989 to Spring 1991
Mary Faught, Spring 1987 to Spring 1989
Lynda Kjer McDowell, Spring 1985 to Spring 1987
Eleanor Mills, Spring 1983 to Spring 1985
Mary Slocum, Spring 1979 to Spring 1983
Jean Crooks, Spring 1977 to Spring 1979
Doris Johnson, Spring 1975 to Spring 1977
Shirley Crumpler, Spring 1973 to Spring 1975
Joyce Anderson, Spring 1970 to Spring 1973
Esther Kimmel, Spring 1969 to Spring 1970 (Resigned)
Hazel Gardella, Spring 1965 to Spring 1969
Mary Frazzini, Spring 1961 to Spring 1965
Grace Settlemeier, Spring 1959 to Spring 1961
Barbara Vucanovich, (former Nevada congresswoman), Spring 1957 to Spring 1959
Isabelle Truelove, Spring 1955 to Spring 1957
Dorothy Brimacombe, Spring 1953 to Spring 1955
Lucy Humphrey, founding in 1950 to Spring 1953

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The National Federation of Republican Women (NFRW)

The Federation is a grassroots political organization with thousands of active members in local clubs across the nation, making it one of the largest and most influential women's political organizations in the country. The Federation strengthens the Republican Party by recruiting, training and electing candidates; advocating the Party's philosophy and initiatives; and empowering women of all ages, ethnicities and backgrounds in the political process.

The National Federation of Women's Republican Clubs was founded at a conference held at the Palmer House in Chicago, September 23-24, 1938. The delegates adopted rules for governing the establishment of a National Federation of Women's Republican Clubs, to promote education along political lines, and to encourage the following purposes:

"To foster and encourage loyalty to the Republican party and the ideals for which it stands; to foster cooperation between independent groups and the regular party organization, which are working for the same objectives, namely sound government; to promote interchange of ideas and experiences of various clubs to the end that the policies which have proven particularly effective in one state may be adopted in another; and to encourage a national attitude and approach to the problems facing the Republican Party."

The name was changed in January 1953, to the National Federation of Republican (NFRW).

A woman becomes a member by joining her local club or through a national associate membership. Members of a local club also are granted membership in their state Federation. State federations are chartered under the auspices of the NFRW but operate under their own bylaws. Although independent, state federation bylaws must not conflict with the NFRW bylaws.

WHO WE ARE?

NFRW is the largest women's partisan political organization in the country. The National Federation of Republican Women is a national grassroots political organization and has been composed of as many as 1,800 local clubs and approximately 90,000 members in 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands.

NFRW is self-supporting. Approximately 1/3 of NFRW's operating budget comes from membership dues and club service charges. Another 1/3 comes from major donor programs such as the Capitol Regents and the Regents. The final 1/3 is raised through direct mail solicitation.

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NFRW has two basic membership levels.

1. *Membership at the Local Level* – NFRW has state federations with many local clubs in towns and cities across the U.S. and its territories. It is a great network and a good way to meet other women who are interested in politics. Dues at the local level vary.
2. *Membership at the National Level* – Those who wish to keep abreast of issues affecting women at the national level can join NFRW as National Associate Members for \$50.00 per year. To become a National Associate Member, send a check for \$50.00 payable to:

National Federation of Republican Women
124 N. Alfred Street
Alexandria, VA 22314
Telephone: 703.548.9688
E-mail: mail@nfrw.org
Web site: www.nfrw.org
ID – federation Password – nfrw1938

NFRW recruits, educates, trains, supports and elects Republicans.

NFRW concentrates its efforts in the areas of education, communication, legislative action, candidate recruitment, campaigning and fundraising.

As a member of the National Federation of Republican Women, you:

- Receive the official NFRW publication, the [Republican Woman](#).
- Join a network of thousands of Republican women leaders and activists; enjoy networking opportunities and the ability to meet and develop relationships with women from across the country.
- Have access to unparalleled resources for professional training in leadership and political skills, including the NFRW's Campaign Management Schools.
- Have the opportunity to attend biannual board meetings and biennial national conventions, both of which include interactive workshops, exciting speakers, and informative programs and discussions.
- Meet national Republican leaders and discuss current issues through our legislative advocacy program.
- Receive communications tools from NFRW headquarters, including the weekly e-mail [newsletter](#) and political briefing, Cap Alerts, membership recruitment tools, message development assistance, fundraising tips, get out the vote information, campaign updates and much more.
- Have access to the Member Web Site and online discussion forums.
- Have access to free (or for a nominal fee) publications like the NFRW Leader's Guide, Legislative Advocacy Manual, Protocol in Politics Guide, Candidate Recruitment Kit, club Starter Kit, President's Survival Toolkit, brochures, etc. NFRW also offers a series of sample publications for local clubs to utilize, including a newsletter, brochure and sample membership letters.
- Receive assistance in creating new Federated Republican Women's clubs.
- Receive representation in Washington, D.C., including the services of a professional staff and maintenance of national headquarters, located a few miles from Capitol Hill.
- Empower more Republican women in the political process and increase the number of women in the party and in public office.

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NvFRW REGENTS

Regents make possible

- Leadership and education training for our members
- Special projects approved by NvFRW Board of Directors
- Outreach to our communities to increase Republican visibility
- Expanding our programs to increase membership and develop new clubs
- Building a special fellowship among women who share the passion for Regents

NvFRW Board of Directors has budget authority and approves special project grants. All clubs are encouraged to have a member of the Regents Committee to promote and keep NvFRW Regents visible within her club, to participate in recommending and supporting special projects and helping plan host events at BOD meetings. The work of this committee will be done primarily through conference calls and email.

Our Nevada program was started over 20 years ago and patterned after National FRW Regents. NFRW Regents provide operating capital to allow NFRW to maintain a low general membership rate, making membership affordable to women of all ages and economic backgrounds. NvFRW Regents donate \$1,000 annually to the NFRW. Capitol Regents donate \$5,000 annually to the NFRW. We applaud and appreciate these women across our nation who help us continue the excellent work of our Federation. Together Republican Women can and do make a huge impact on our political and governance process.

The NvFRW Regents program helps to ensure that our Federation plays a significant part in electing Republicans. Our members have the enthusiasm, the energy and creative ideas for how to positively influence the election process and the governance of our state. Regents provide the funding to make great things happen!

When you join a local club, you become a member of a three-tier organization. Fifteen dollars of your dues are forwarded to our state Treasurer. Five dollars is retained by our Nevada Federation. Ten dollars goes to National FRW. Your \$5.00 per year supports the operations of our state organization.

Regents is the only ongoing fundraising project for our Nevada Federation. Your generous donation of \$100 per year ensures that we have the means to further our mission to elect more Republicans at the local, state and national levels.

Please join our dedicated Nevada women with your Regent check to NvFRW! Your generous \$100 annual donation enables NvFRW to be involved, be relevant and visible throughout our state. We welcome you and appreciate your dedication to electing Republicans.

Thank you for supporting Regents!

VOLUNTEERS IN A POLITICAL ORGANIZATION

Volunteers are the mortar and cement of political organizations. Here are some tips on how to recruit them, and more important, how to LEAD them and keep them.

What is a volunteer? According to the dictionary, a volunteer is “one who enters into or offers himself for any service of his own free will”. All have the same motivation – to willingly perform service without pay.

Selection of a Volunteer Chair is the most important appointment an NFRW club makes. Select someone who has power WITH people, not OVER people. Select someone who focuses on results, not credit. The most important statement you can make is: “I need your help.”

An NFW leader, Party leader or candidate has three responsibilities involving volunteers:

Inspire – Recruit - Thank
often and with sincerity and enthusiasm

There are two phases of a volunteer organization – finding them and keeping them.

1. FIND THEM

- a. Do not be discouraged when trying to recruit. If one in 10 accepts, you are lucky.
- b. Be sure you have the right person recruiting – attitudes are contagious.
- c. Make a list of all people who have proven themselves in previous campaigns.
- e. Recruit the leadership for your volunteers from Republican Women’s Clubs, other Republican clubs, civic and social groups, community leaders.
- f. Additional sources of volunteers include businessmen and women’s organizations, students and student groups, Newcomers Clubs, senior citizen groups, heritage clubs, civic clubs (Kiwanis, Lions, Rotary, Jaycees, etc.), elected officials of the Republican Party, church groups and retired military organizations.
- g. Letters to Republican Primary voters and/or convention delegates often yield volunteers. Enclose a card (or e-mail address) to be returned with their name, address, telephone or e-mail contact information, and their field of interest.
- h. Recruit for specific jobs.
- i. Coffees or dessert parties are an excellent technique for recruiting. The yield may be only 10% of the invited guests, but those who come are potential volunteers.

2. KEEP THEM

- a. **Always remember that a volunteer is a volunteer.** They are not paid and can get up and leave.
- b. Maintain a good sense of humor. As Party activities and campaigns proceed, days may get hectic, and the best made plans go awry. We cannot let small difficulties or personalities obscure or impede our goal of victory.
- c. Build a team spirit, but do not be phony. Dream up a slogan for the team – it serves as a binding quality that gives confidence and winning enthusiasm.
- d. Have name tags. Party leaders and candidates need to know their volunteers. Volunteers need to know each other.

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- e. Put them to work. Once a volunteer is recruited, never turn her/him away for lack of a meaningful assignment. And “busy work” is worse than no work – it insults the intelligence of the workers and drives them away.
- **Tell a volunteer what is expected of him or her.** Use common sense in tailoring instructions. Consider the personnel, the time involved, the task and the geographic area.
 - Do not try to make a volunteer do something she or he does not particularly like to do.
 - Make a list of the volunteer jobs that need to be done and volunteers will recognize several they would like to do.
 - Some volunteer jobs include telephoning, addressing envelopes, fund-raising contributing funds, working in a campaign headquarters, working at GOP City or County Headquarters, transportation, writing press releases, scheduling, computer projects, hosting parties and door-to door canvassing.
 - Be flexible, keep projects fun, simple, exciting and challenging. Be business-like and have a good plan but be realistic and do not choose too many projects
 - Over-recruit” one volunteer per shift for telephone banks or projects that require specific numbers of workers. That way, one worker’s absence will not delay the team effort.
 - Make realistic work schedules, then, provide a method of follow-up to be certain tasks are accomplished.
 - Volunteer chairmen should always participate in all jobs assigned.
 - **Never, never ask a volunteer to work alone.** Team spirit and camaraderie are vital.
 - Budget time as well as money – do not waste volunteers’ time by not having materials or supplies available when promised.
- g. **Write** instructions in simple, concise language, supplement with verbal instructions.
- h. Communication within the organization is vital. Have an agenda; discuss plans; **accept ideas from volunteers working in the districts.**
- i. **Thank volunteers repeatedly.**
- The Volunteer Chair should thank each volunteer verbally each day.
 - The Volunteer Chair and/or project manager should write a thank you note after each special event or project.
 - A candidate should try to personally call 10 volunteers each week during a campaign and write a thank you note to each volunteer after the campaign.

A Volunteer Chair’s attitude extends to the volunteers. Campaigns and/or Party functions can be fun but are hard work. A Party leader, a Volunteer Chair or a candidate must be enthusiastic and positive at all times.

Have a victory party to thank your volunteers again. **Remember, no candidate or political organization ever succeeded alone.**

Excerpted from the NFRW Leadership Development Network Newsletter #11, June 2011, Catherine Colgan, Chair

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DELEGATION: A KEY TO WINNING ELECTIONS

Do you find it difficult to delegate tasks to other members of your organization? If so, you are not alone! Let's face it. No matter how talented, experienced and capable our members are, delegation can feel very risky....

Nevertheless, we must understand that effective delegation throughout our Republican organizations will undoubtedly be a key to winning elections in 2012!

WHY IS IT IMPORTANT TO DELEGATE WELL?

The Republican Multiplication Factor. The multiplication factor in delegation is the ability of a single leader to indefinitely assume increasing loads of responsibility by delegating. Imagine the impact of the multiplication factor during an election year!

Freedom and Perspective. Effective delegation gives leaders the time needed to do work that is uniquely "leadership" work, such as planning! Effective delegators create time and freedom to think about the present and future of the organization.

The Development of New Republican Leaders. All of us can find a number of tasks that can be effectively delegated, which will free up time to support new members and leaders. Delegation itself develops members' ability to assume more responsibility later. Think growth and longevity! Also, remember that active members in our organization are more likely to vote--so technically, by delegating you are getting more women involved and thus more voters to the polls, too!

High Republican Motivation and Morale. Studies show that individuals who are assigned responsibility, including responsibility for making just as many decisions as they can make effectively, tend to feel a part of their organizations. A degree of self-esteem usually results from the assumption of responsibility.

WHY DON'T REPUBLICANS DELEGATE?

For the same reason that Democrats don't delegate. This is a bi-partisan issue – all leaders struggle with this at times. Here's an ugly laundry list of reasons:

- Lack of knowledge and understanding about delegating
- Low value placed on delegation
- Insecurity and risk avoidance
- Low awareness of volunteers' abilities and motivation
- Avoiding the appearance of laziness
- Fear of losing a prized role
- Unrealistic feelings of superiority
- The "I Can do it Better and Faster" fallacy
- Preference for only hands-on work

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- Excessive desire to please
- Perfectionism
- Pride in long hours and hard work, and
- The list goes on and on!

Effective delegation requires that you

- Select a volunteer whose talent matches the task (and who has the time and inclination to serve on a particular committee or to complete a specific task);
- Clearly assign tasks/objectives to be achieved;
- Provide necessary resources;
- The volunteer assumes responsibility; and
- Respectfully hold volunteers accountable for results through encouragement, goals and deadlines.

How Much Should Republicans Delegate?

The challenge is to delegate as much as possible, not as little as possible. If you want to achieve only small objectives, you may be able to perform all of the required tasks yourself. If you want to achieve moderately ambitious goals, first delegate those tasks in which your skills are limited. If you want to make an outlasting impact during an election season:

- Delegate to passionate volunteers whose strengths match the task and who want the job;
- Give members room to be creative in their own roles;
- Assign members as much responsibility as they can and want to assume; and
- Give members any and all information and resources that contributes to their and our success!

No job is beneath the leader. Leaders are servants first. However, during a campaign season, when you are busy logging your endless volunteer hours, remember that it's the leader's primary job to

- Make sure no one in the organization loses sight of the organization's mission and goals;
- Inspire commitment to the organization's values and vision;
- Track progress with the grand strategies of the organization, and
- Build teamwork and trust which are at the heart of winning teams!

Excerpt adapted from the *Texas Federation of Republican Women* (TFRW) by contributing TFRW member, Rachel Woods, J.D., president and CEO of Leadership Trek Corporation. (LTrek@) from LTrek's *Effective Leadership*, 7th Ed. by Dr. J. Clifton Williams, Ph.D. Copyright Leadership Trek Corporation (LTrek), 2007. All Rights Reserved.

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NFRW POLICY STATEMENTS ON CAMPAIGNS

Through the years, certain policies have proven to be beneficial to the smooth running of state federations and local clubs. It is the responsibility of the officers and members of each club to adhere to the following policies.

Endorsement of Candidates

Either the state federation or the local club may adopt bylaws or a policy not allowing the state federation and/or its President or the local club and/or its President to endorse a candidate in a primary. Such bylaws or policies shall not be considered in conflict with the NFRW Bylaws. If restrictions are placed on the state President or local club President as to endorsing, said President may not use NFRW affiliation or official stationery to support or endorse a candidate without approval of the state or local club in compliance with the state or local club bylaws.

States and Local Clubs are Not Fundraisers for the Party

Each state and local club has the primary responsibility to raise sufficient money each year to guarantee the programs, goals and proper obligations of the organization. While the state or local club's first obligation financially is to support its own needs, NFRW affiliates do cooperate on a completely volunteer basis with activities sponsored by the official Republican Party organization. No candidate or party organization has a legal or valid right to demand financial aid from a state or local club. They may ask, but the decision to accommodate the request rests solely with the state or local club.

It is imperative that States and clubs be aware of and comply fully with applicable federal and state election laws.

Federated States and Local Clubs Do Not Give Their Membership Lists to Any Other Organization or Non-Member.

If a state or local club is asked to distribute outside material to its membership, and it agrees to do so, the state or local club Board of Directors should approve the contents. The organization or individual wishing to have the material sent should pay the postage. This procedure includes Republican candidates and officeholders as well. States and local clubs have an obligation to their members to keep their membership lists confidential and to assure their members that in joining, they will not be subject to pressure or demands outside the organization.

Materials to be used at State or Local club Meetings

These should have the approval of the state's or club's elected officers before being circulated, displayed or sold. Our states and local clubs should not be used as a platform to promote other groups. The Federation is a partisan political organization with political education and the election of Republican candidates as its primary objectives. This policy includes:

- Circulation of petitions;
- Resolutions;
- Books for sale;
- Literature unrelated to the local club's or state's activities;
- Literature for all candidates before the primaries. (If there were two or more candidates running for the same office, displaying literature for only one would constitute endorsement.)

The above is from the NFRW Leader's Guide and Officer Training Manual –Revised 2009

CONDUCTING EFFECTIVE MEETINGS

TIPS FOR OFFICERS AND COMMITTEE CHAIRS

- Use an agenda to save time, keep a meeting on track and set the tone. Distribute a copy to all members including emailing the agenda to BOD prior to meeting so all are prepared.
- State the purpose and intended outcomes of the meeting. This helps the participants focus on what the meeting is to accomplish.
- As President/Chair, your task is to keep the meeting moving and the audience motivated.
- Become familiar with Robert's Rules of Order and parliamentary procedure.
- Discuss issues in order of priority.
- Make sure you have all the necessary information at hand.
- If important decisions are to be made, review issues with attendees beforehand to allow time for thoughtful focus.
- Address all comments to the group not just to individuals.
- Assure that all members understand the decisions to be made. Repeat the questions addressed by an individual so the entire group understands the issue.
- Encourage participation and exchange of ideas even on complex issues. Don't allow one individual to dominate the meeting. Actively move the discussion to include others.
- If you wish to participate on one side of an issue, excuse yourself from the duty of the President/Chair and speak as a participant of the group.
- Maintain control of the meeting. Give speakers time parameters and maintain the schedule. When necessary, remind attendees that private conversations are disruptive and discourteous.
- Remember the importance of each member's time:
 - Start on time.
 - Move through the agenda.
 - End when business is completed.
 - Offer networking time before the meeting or after adjournment.
- Evaluate the success of your meeting; make note of anything that could have been done to be more effective.

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SAMPLE AGENDA or ORDER OF BUSINESS

CALL TO ORDER: Determine that there is a quorum present (roll call if needed). Presiding officer rises, waits for quiet and says, “The meeting will come to order.” Welcome those present and acknowledge dignitaries and special guests.

OPENING CEREMONIES: Order given: the invocation and the Pledge of Allegiance to the Flag of the United States of America. If the National Anthem is sung that would be after the invocation and before the pledge.

READING AND APPROVAL OF MINUTES:

“The Secretary will read the minutes.” The Presiding officer sits down; the Secretary stands and reads the minutes.

“Are there any corrections to the minutes?”

“If there are no corrections, the minutes stand approved as read.”

IF THERE ARE CORRECTIONS:

“If there is no objection, the Secretary will make the correction(s).”

“If there are no further corrections, the minutes are approved as corrected.”

NOTE: No motion is necessary to approve the minutes.

TREASURER’S REPORT:

“May we have the Treasurer’s Report?” The Presiding officer sits down; the Treasurer stands and reads the report. A Treasurer’s Report is never adopted. An auditor’s report, made annually, is adopted.

OFFICERS, BOARD, AND COMMITTEE REPORTS: “The next order of business is hearing reports from officers, board, and committees.” The chair usually calls on only those who have reports to make. The committee chair, “on behalf of (or the direction of) the committee”, moves the adoption of the necessary motion to implement any recommendations. A motion arising out of a report from an officer, the board, or a committee, is taken up immediately as it does not require a second.

UNFINISHED BUSINESS: Any questions previously introduced and not finished. Business postponed to the present meeting.

NEW BUSINESS: “Is there any new business?” then, “Is there any further new business?”

ANNOUNCEMENTS: “The chair has the following announcements,” then, “Are there other announcements?”

PROGRAM: “The First Vice President (name) or Program Chair (name) will now present the program or introduce the speaker(s).”

ADJOURNMENT: “Is there any further business?” (pause) “The meeting is adjourned.”

The order of business items may be modified to meet your speaker's needs and/or meal arrangements as agreed to by your BOD.

Prepared by NFRW Leadership Development Committee, Spring 2005 Board Meeting Workshop

INTRODUCTION OF SPEAKERS

DO

- Be brief – an average introduction should not take more than a minute or not over 1/10 of the time allotted the speaker.
- Try to establish a common bond between audience and speaker.
- Give the following information
 - What the speaker is to talk about.
 - Why the subject should interest the audience.
 - What the speaker's connection, position, or authority is.
- Give the audience facts about the speaker pertinent to this particular speech.
- End your introduction with a sentence of presentation in which you give the speaker's first and last name and also his/her title. Pause before the name, and then give it slowly and distinctly.
- Continue to face the audience until the name is given, then turn to the speaker and smile, nod or repeat his/her name.
- Remain standing until the speaker acknowledges the introduction, then sit down or retire as quickly and inconspicuously as possible.

DON'T

- Make a speech yourself - the audience came to hear the speaker.
- Talk about yourself.
- Use trite and time-worn expressions
 - "We are gathered here tonight." (The audience already knows it)
 - "We are fortunate to have with us." (Perhaps the audience won't agree with you)
 - "A lady who needs no introduction." (Then why are you making one?)
- Predict what the speaker will say. (You may be wrong.)
- Embarrass the speaker with extravagant praise.
- Tell the audience how much they will enjoy the speaker. (They may not, you know)
- Turn toward the speaker as you give his name. (He knows his name: it is the audience that wants to hear it)
- Say the speaker's name until you wish him/her to speak. (His name is his cue to rise)
- Relate the speaker's life history. (Only give a few facts pertinent to the audience, occasion or subject.)

**PROTOCOL
ORDER FOR STATE OF NEVADA**

ELECTED NEVADA OFFICIALS

- The Honorable Governor of the State of Nevada
- Senior United States Senator
- Junior United States Senator
- Nevada Congressman/Congresswoman
- Lieutenant Governor
- Secretary of State
- Treasurer
- Controller
- Attorney General
- Senate Majority Leader
- State Senator
- Assemblymen/Assemblywomen
- Governor's Chief of Staff

NEVADA FEDERATION OF REPUBLICAN WOMEN

- President
- 1st Vice President
- 2nd Vice President
- Recording Secretary
- Treasurer
- Northern District Director / Southern District Director
- Nominating Committee Chair
- Immediate Past President

ATTENDEES FROM OTHER REPUBLICAN WOMEN'S CLUBS

- Presidents (oldest club first)
- Vice Presidents

OTHER OFFICIALS

- State Legislators
- County Commissioners:
- City Officials
- Judges
- Republican National Committeepersons
- Republican National Committeewoman
- Republican National Committeeman
- Nevada State Republican Party
- Nevada State Republican Central Committee Chair
- County Republican Central Committee

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Protocol Questionnaire: Mark (T) True or (F) False

1. Protocol promotes orderly procedure and good relations among members at all levels.
2. The individual is honored, not the office.
3. Among past officers, only Past Presidents have rank.
4. During the Business Meeting the Secretary sits to the left of the President, the Parliamentarian to the right.
5. In most countries a woman takes precedence over a man if their rank is the same.
6. If more than one Past President at a level is present, they all have the same rank.
7. Standing Committee Chairmen are never honored.
8. Name badges should be worn on the right side.
9. A person known to the audience is introduced; if unknown, the person is presented.
10. A woman rises if she is introduced to someone who is of a higher rank, to an older person, or to her hostess. A man always rises.
11. Personal gifts should be presented publicly and opened immediately.
12. The Protocol Chair prepares and sets the place cards at the correct table locations.
13. If a Head Table guest must leave before the program is completed, the President escorts the guest from the room.
14. Spouses seated at the head table can sit anywhere.
15. If an error has been made in the seating arrangements at the Head Table, particularly if it concerns you, draw attention to it and demand that it be corrected.
16. Guest and members do not begin to eat before the Presiding Officer has taken the first sip or bite.
17. Program participants may sit at the head table or in the audience, whichever is more convenient.
18. Those seated at the Head Table should stand as they are recognized.
19. The Presiding Officer should always introduce the Head Table.
20. When the Flag passes you, you look straight ahead and stand at attention.
21. There is no Flag presentation when the National Anthem is played. Turn to the music, place your hand on your heart, until the last note is sounded.
22. The meeting has been called to order when you find there isn't a Flag. One of the guests is wearing a flag necktie, one a flag pin; you should use one of these items to say the pledge.
23. When saying the Pledge of Allegiance, one should place their right hand on their heart.
24. The Pledge of Allegiance to the Flag may be said if there is no Flag present.
25. A lapel Flag pin, being a replica, should be worn on the left lapel near the heart.

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Answers to Questionnaire

1. T
2. F
3. T
4. F
5. T
6. F
7. F
8. T
9. F – A person is always introduced
10. T
11. T
12. T
13. F
14. F
15. F
16. T
17. T
18. T
19. F – Only those who are seated
20. F – Eyes follow the flag
21. F
22. T
23. F

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HOW TO ADDRESS DIGNITARIES

US Government

The President

Letter Address
The President
The White House
Salutation
Dear Mr. / Madam President:
Spoken Greeting
First: Mr. / Madam President
Then: Sir / Ma'am
Formal Introduction
The President of the United States (of
America- when abroad)
The President
President Last Name

Former President

Letter Address
The Honorable Full Name
Address
Salutation
Dear Mr. / Mrs. / Ms. Last Name:
Spoken Greeting
First: Mr. President
Then: Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Honorable Full Name, the former
President of the United States

The President's Spouse

Letter Address
Mr. / Mrs. / Ms. Full Name
The White House
Salutation
Dear Mr. / Mrs. / Ms. Last Name:
Spoken Greeting
Mr. / Mrs. / Ms. Last Name
Formal Introduction
Mr. / Mrs. / Ms. Last Name

The Vice President

Letter Address
The Vice President
The White House
Salutation
Dear Mr. / Madam Vice President:
Spoken Greeting
First: Mr. / Madam Vice President
Then: Sir / Ma'am
Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Vice President of the United States
The Vice President
Vice President Last Name

Cabinet Members

Letter Address
The Honorable Full Name
Secretary of (Department)
Department of _____
Address
Salutation
Dear Mr. / Madam Secretary
Spoken Greeting
Mr. / Madam Secretary
Secretary Last Name
Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Honorable Full Name, The Secretary of
_____ of the United States
The Secretary of _____

Attorney General

Letter Address
The Honorable Full Name
The Attorney General
Address
Salutation
Dear Mr. / Ms. / Madam Attorney General:
Spoken Greeting
Mr. / Ms. / Madam Attorney General
Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Attorney General

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The Chief Justice

Letter Address
The Chief Justice
The Supreme Court
Address
Salutation
Dear Chief Justice:
Spoken Greeting
Mr. / Madam Chief Justice
Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Honorable Full Name, The Chief
Justice of the United States
The Chief Justice
Chief Justice Last Name

Associate Justice

Letter Address
Justice Last Name
The Supreme Court
Address
Salutation
Dear Justice Last Name:
Spoken Greeting
Mr. / Madam Justice
Justice Last Name
Formal Introduction
The Honorable Full Name, Associate Justice
of the Supreme Court of the United States
Justice Last Name

Federal Judge

Letter Address
The Honorable Full Name
U.S. Court of _____
Address
Salutation
Dear Judge Last Name:
Spoken Greeting
Justice or Judge Last Name
Madam Justice or Judge Last Name
Formal Introduction
The Honorable Full Name
Mr. / Madam Justice Last Name
Judge Last Name

Senator

Letter Address
The Honorable Full Name
United States Senate
Washington, DC
or district office address
Salutation
Dear Senator Last Name:
Spoken Greeting
Senator Last Name
Then: Senator, Sir / Ma'am
Formal Introduction
The Honorable Senator Last Name, Senator
from State
Senator Last Name

Representative

Letter Address
The Honorable Full Name
United States House of Representatives
Washington, DC
or district office address
Salutation
Dear Mr. / Mrs. / Ms. Last Name:
Spoken Greeting
Mr. / Mrs. / Ms. Last Name
Formal Introduction
The Honorable Last Name, Representative
from State
Congressman / Congresswoman Last Name

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Diplomatic

American Ambassador

Letter Address:

The Honorable Full Name

Ambassador of the United States

American Embassy

Address

Salutation

Dear Mr. / Madam Ambassador:

Spoken Greeting

Mr. / Madam Ambassador

Formal Introduction

The Honorable Full Name, Ambassador of the United States of America (at post)

(when not at post add to Country)

Mr. / Mrs. / Ms. Full Name, Ambassador of the United States of America

American Ambassador (when no foreign nationals are present, add to Country)

Ambassador Last Name, United States of America

Foreign Ambassador

Letter Address

His / Her Excellency Full Name

The Ambassador of _____

The Embassy of _____

Address

Salutation

Excellency: or,

Dear Mr. / Madam Ambassador:

Spoken Greeting

Excellency

Mr. / Madam Ambassador

Formal Introduction

His / Her Excellency, the Honorable Full Name, Ambassador Extraordinary and

Plenipotentiary of _____

The Ambassador of _____

State

Governor

Letter Address:

The Honorable Full Name

Governor of State

Address

Salutation

Dear Governor Last Name:

Spoken Greeting

First: Governor Last Name

Governor

Then: Sir / Ma'am

Formal Introduction

The Honorable Full Name, Governor of the state of _____

Governor Last Name

The Governor

State Legislator

Letter Address

The Honorable Full Name

Address

Salutation

Dear Mr. / Mrs. / Ms. Last Name:

Spoken Greeting

Mr. / Mrs. / Ms. Last Name

Formal Introduction

Mr. / Mrs. / Ms. Last Name

Mayor

Letter Address

The Honorable Full Name

Mayor of City

Address

Salutation

Dear Mayor Last Name:

Spoken Greeting

Mayor Last Name

Mr. / Madam Mayor

Your Honor

Formal Introduction

The Honorable Full Name, Mayor of City (or, of the city of _____)

Mayor Last Name

INTRODUCTION TO ROBERT'S RULES OF ORDER

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, *Robert's Rules of Order Newly Revised* is the basic handbook of operation for most clubs, organizations and other groups. It is important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers' reports
5. Committee reports
6. Special orders – Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can

1. Propose motions
2. Second motions
3. Debate motions
4. Vote on motions

There are four Basic Types of Motions

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor and yield to privileged, subsidiary and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - Wait until the last speaker has finished.
 - Rise and address the President/Chair by saying, "Madam Chair, or Madam President."
 - Wait until the President/Chair recognizes you.

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2. Make your motion
 - Speak in a clear and concise manner.
 - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - Avoid personalities and stay on your subject.
3. Wait for someone to "Second Your Motion"
4. Another member will second your motion, or the President/Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The President/Chair states your Motion
 - The President/Chair will say, "it has been moved and seconded that we _____", thus, placing your motion before the membership for consideration and action.
 - The membership then either debates your motion or may move directly to a vote.
 - Once your motion is presented to the membership by the President/Chair, it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on your Motion
 - The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - The mover is always allowed to speak first.
 - All comments and debate must be directed to the President/Chair.
 - Keep to the time limit for speaking that has been established.
 - The mover may speak after all others have had the opportunity to speak once and no other member can speak a second time until all that want to speak have had the opportunity to speak once.
8. Putting the Question to the Membership
 - The President/Chair asks, "Are you ready to vote on the question?"
 - If there is no more discussion, a vote is taken.
 - A motion to move the previous question may be adopted.

Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, and they are:

1. By Voice - The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent - When a motion is not likely to be opposed, the President/Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division - This is a slight verification of a voice vote. It does not require a count unless the chair so desires. Members raise their hands or stand.
5. By Ballot - Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. *Motion to Table*. This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

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2. *Motion to Postpone Indefinitely.* This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, BE COURTEOUS. The underlying rule of Parliamentary Law is the Golden Rule.

When we grasp this basic fact the practice of parliamentary procedure becomes one of courtesy, self-control, patience and obedience to the rules of the organization. They cannot then act illegally. They cannot be unjust, and they cannot be discourteous.

PARLIAMENTARY PROCEDURE: FAQs

1. What can be done about a member of our unit who insists on speaking several times to every motion before others have had an opportunity to debate?

No member who has already had the floor in debate on the immediately pending question is entitled to speak again as long as any member who has not spoken on that question claims the floor. Unless a special rule has been adopted that provides otherwise, no member can speak more than twice to the same motion on the same day. The presiding officer can announce these rules so that all members are aware of their responsibility to share the time for discussion.

2. Does the President, who is made by the bylaws an ex-officio member of all committees except the Nominating Committee, have a right to vote?

As an ex-officio member of a committee, there is no difference in the rights of the President and other members of the committee. The ex-officio member has the right to make motions, to debate, and to vote unless the bylaws provide otherwise. However, the ex-officio member does not have to attend the meetings and is not counted in the quorum.

3. Must debate cease when a member calls out "Question"?

No. "I move the Previous Question" (or "I move to stop debate") is the proper motion, and a member must be recognized by the President before the motion is offered. This subsidiary motion requires a second, is not debatable, and requires a two-thirds vote. If adopted, debate ceases, and a vote is taken on the question that was pending.

4. Is the Treasurer's Report approved at general meetings?

No action of acceptance by the assembly is proper on a Treasurer's Report. It is the annual auditor's report that the assembly accepts.

5. A newly elected officer was absent during the installation ceremony. Is it necessary to install the officer at the next business meeting when the officer is present?

No. An officer-elect takes possession of the office immediately upon election unless the bylaws or other rules specify a later time. If a formal installation ceremony is prescribed, failure to hold it does not affect the time at which the new officers assume their positions.

6. Can the maker of a motion vote speak against that motion?

The maker of a motion may vote against it but is not allowed to speak against that motion. She need not speak at all, but if she does, she is obliged to take a favorable position.

7. What is unanimous consent?

When there seems to be no opposition in routine business or on questions of little importance, time can be saved by the procedure of unanimous consent. Under these conditions, the method of unanimous consent is used to adopt a motion without the steps of putting it to a formal vote. The President states, "If there is no objection..." and then states the action to be taken. If there is no objection, the action is decided upon as though there had been a formal motion. If a member objects, the President must put the question in the regular manner. Unanimous consent may be used for motions requiring require a two-thirds vote.

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8. Our President remains seated all during the meeting and often chats with the Secretary during the proceedings. When should the presiding officer stand?

Except in a small board or a committee (no more than a dozen members), the presiding officer should stand while calling a meeting to order or declaring it adjourned, and while putting a question to vote. She should also stand while explaining her reasons for a ruling on a point of order or when speaking during debate or an appeal. When a member is speaking in debate, the President should remain seated, listening attentively.

9. What is a "Point of Order" and what is an "Appeal"?

When a member thinks that the rules are being violated, she can make a "Point of Order", thereby calling upon the President for a ruling and an enforcement of the rules. A "Point of Order" must be raised promptly at the time the breach occurs. Members have a right to "Appeal" from the decision of the President/Chair, which requires a motion and a second. This motion is usually debatable and requires a majority vote to sustain the decision of the chair.

10. Our Secretary makes a point of recording the names of the seconder of motions in the minutes. She often interrupts our meetings to ask who seconded a motion. Is this necessary?

The name of the mover of important motions should be recorded in the minutes but not the name of the seconder unless ordered by the assembly.

11. Several days after our last meeting, the President directed me to omit certain actions from the minutes. She said the action should not have been taken and it therefore was null and void. Should I have followed her direction?

If the President had determined that the action was illegality taken, she should have declared it null and void at the meeting. It was improper for the President to make such a ruling outside of a meeting since there was no opportunity to appeal from the decision of the chair in the event there was a difference of opinion on the legality of the action. You, as Secretary, recorded the action as it occurred. It is the assembly, not an individual, who approves or disproves what has been written.

12. Our President was unable to function last month because of illness. The Vice-President, without any direction, proceeded to attend all of the committee meetings. Was this proper?

Except in an emergency, the Vice-President is not entitled to exercise any of the functions of the President, other than that of presiding unless the bylaws specify otherwise. When the President is made ex-officio a member of committees, it is to enable her to attend the meetings whenever she wishes to do so. This applies only to the President.

13. Does the general membership have a right to review the minutes of the Board meetings?

Minutes of the board meetings are accessible only to the members of the board unless the board grants permission to inspect them or unless the assembly by a two-thirds vote (or the vote of a majority of the total membership or a majority vote if previous notice is given) orders the Board's minutes to be produced and read to the assembly.

14. What is the difference in Standing Committees and Special Committees?

Standing Committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that establishes them.

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Standing Committees must be constituted by name by a specific provision of the bylaws or by a resolution that is in effect a special rule of order that requires notice and a two-thirds vote.

Special Committees (also called Select or Ad Hoc) are committees appointed as the need arises to carry out a specified task. At the completion of the task, the committee automatically ceases to exist. A special committee may not be appointed to perform a task that falls within the assigned functions of an existing standing committee.

15. What is a "friendly amendment"?

The term "friendly amendment" is often used to describe an amendment offered by someone who is in sympathy with the purposes of the main motion but thinks the amendment will improve its chances of adoption. Regardless of whether or not the maker of the main motion "accepts" the amendment, it must be opened to debate and voted on formally (unless adopted by unanimous consent).

16. At a recent meeting, one of the members obtained the floor and placed in nomination the names of four members to be delegates to the state convention. Is that proper?

No. When there is more than one person to be elected to an office or position, no one may nominate more than one person for the office, if an objection is made, until every member wishing to nominate has had an opportunity to do so.

17. In a recent election, there was not a majority vote to elect all five members of the nominating committee as prescribed in the bylaws. The three candidates who received the highest number of votes were left on the ballot and the others were dropped off for the second round of voting. Is that okay?

No. If less than the proper number receives a majority vote, those who do have a majority vote are elected, and all other candidates remain on the ballot for the necessary repeated balloting.

18. Is it permissible for our board members to vote by email?

It is a fundamental principal of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a legal meeting. Exceptions to this rule must be expressly stated in the bylaws. Such possible exceptions include voting by postal or electronic mail, facsimile transmission (fax), videoconference, teleconference or proxy voting.

19. We had a contentious vote recently and I know for a fact that a woman voted who is late paying her dues. Is the result of the vote null and void?

A member who is in arrears in payment of dues, but who has not been formally dropped from the membership rolls or is not under a disciplinary suspension, retains the full rights of a voting member and is entitled to vote except as the bylaws may otherwise provide.

20. Our meetings are lasting over two hours with a lot of discussion having nothing to do with the agenda items. Some of the members have quit attending the meetings. What can be done to get us back on track?

An agenda is essential, and it is preferable that each member has a copy. Business is brought before the assembly by the motion of a member, and discussion should not be held until a motion is pending. A main motion is a formal proposal by a member that the assembly take certain action. There are also other separate parliamentary motions that

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have evolved for specific purposes. The main motion sets a pattern from which all other motions are derived. Maintaining order and expediting meetings is achieved by the requirement of a motion before discussion is allowed. All members should be familiar with the six steps in handing a main motion: 1) a member makes a motion, 2) another member seconds the motion, 3) the presiding officer states the question (repeats the motion), 4) members debate and such debate must be relevant to the pending question, 5) the presiding officer puts the question to a vote, and 6) the presiding officer announces the result. By following the basic rules of parliamentary procedure, the meetings will be more productive in a shorter amount of time!

Prepared by NFRW Leadership Development Committee and NFRW Parliamentarian Spring 2005 Board Meeting Workshop

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CLUB PRESIDENT

Congratulations on your election to club President! This position is important and very rewarding. You have the leading responsibility for the success of your club. The President is the guiding force that makes an organization successful in all its endeavors. Each of you will have tasks that should be done in running a successful club. Some of these tasks I am sure you have accomplished.

Club President Responsibilities

- Call a Board Meeting in January to outline the goals the club will work to achieve in 2016. Select carefully your appointments and Standing Committee Chairs as outlined in your bylaws. At the Board Meeting have your appointments ratified.
- Send appropriate forms with required new Board Member information to your state federation. This has been done and is in your handbook for easy reference. We thank you for this.
- Have your Treasurer pay the appropriate service charges. They should be sent to the State Treasurer. She will forward to NFRW. The service charges are in addition to regular membership dues.
- Review and edit, as needed, your newsletter mailing list and/or your email list. Submit your member's email addresses to the 2nd Vice President/Membership who will then forward to NFRW. The National website is www.nfrw.org. This site is loaded with information for you and your club members. Please share this information with all your members.
- Prepare a standard draft agenda that will be used for each General and Board meeting. The Board agenda should be emailed before the meeting.
- Your NvFRW Directors have assembled the Leadership Handbook for use by each board member and Standing Committee Chair. Along with this manual, you should include your club's bylaws, standing rules, Board roster, and specific job duties.
- Capsulate job descriptions for each elected officer before the nominations committee is chosen for the following year. When prospective officers are called, they should be informed of specific responsibilities and timelines for that particular office.
- Encourage every member to attend regional, state and national conferences and conventions.
- Encourage every member to aspire to be a chair of a committee or run for an office.
- Most importantly, have a good time! Remember that we are working to promote Republican ideals and values. A smile and a good word will get you far.

General responsibilities:

- Know the bylaws of the National Federation (www.nfrg.org), the State Federation (copy in manual or www.nvfrw.org), and your local club.
- Ensure that the organization functions in accordance with bylaws and standing rules.
- Know parliamentary procedure.
- Preside at all meetings and ensure that meetings are conducted in accordance with parliamentary procedure.
- Appoint the Parliamentarian and all standing and special committees except the Nominating Committee in accordance with state or club bylaws.

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- The President serves as an ex-officio member of all committees except the Nominating Committee. This should be in all state or club bylaws. The President is not counted in a quorum of a committee.
- Perform any and all other duties as specified in the state or local club bylaws.

As the Presiding Officer, a president should

- Prepare an agenda in advance of all meetings.
- Vote only to break a tie or establish a tie in a roll call vote. RRO 11th Edition, XI page 405, 27-36
- Vote in a written ballot and can break a tie in a ballot vote. RRO 11th Edition, XI page 405, 15-25
- May not debate an issue from the chair. The president may explain something in detail for the full understanding of the members, making clear the subject being discussed. When motions become involved by the addition of an amendment or many amendments, the President recapitulates the parliamentary action so that all members will understand what the “Aye” or “Nye” vote will produce. Long and complicated motions should be provided in writing to the President.
- Remain impartial at all times.
- As the vital link between your state Federation and your members, forward all messages from your state President to ALL your members to include: NvFRW Newsletters, Call to Meeting, NFRW messages and other communications. Email is our primary means of communication and saves thousands of dollars. You are the link that makes the system effective. Your timely response to sending out messages is essential and greatly appreciated. NOTE: In 2014 Constant Contact was added to aid the president. Statewide messages and North appropriate/South appropriate messages will be emailed directly by the North/South director, respectfully, to individual club members. This method of communication will be evaluated throughout 2016 and your feedback throughout the year is appreciated.

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1st Vice-President THE PROGRAM CHAIR and THE PROGRAM COMMITTEE

So, you've accepted the position of Program Chair for your Republican women's club! Programs are the lifeblood of the club experience, and you are in the enviable position to help shape that experience.

As Program Chair, you will develop skills in project management, program development, public speaking, people management, public relations, budgeting, marketing and communications.

Serving as a club Program Chair is a great honor, and an opportunity to not only have an impact on your local club but also enhance your own leadership skills. This section will get you started in this important job.

As Program Chair, you are primarily responsible for:

- Developing interesting and educational programs
- Developing programs to attract new members and engage current ones
- Making connections with political campaigns
- Analyzing the results and impact of current programs
- Publicizing your club's programs and events
- Communicating with other club Program Chairs in your area and the NvFRW Program Chair

Think of the Program Committee as a jigsaw puzzle with the pieces consisting of:



- Club President
- Program Chair
- Membership Chair
- Publicity Chair
- Interested members

What do I do first?

- Have a meeting with your club President and membership chair to discuss goals, share ideas and do a little brainstorming to plan out the programs for the year. **MAKE IT FUN!** Meet at a coffee shop, for brunch or at someone's home.
- Invite a few interested members (including new members) to a program brainstorming session (no commitment beyond that meeting).
- Identify your resources. Other clubs who may have had a good speaker, your own members, keep on top of who's running for office in your district, county Republican Party offices, and the NFRW Achievement Award packet are all fine places to look for program ideas.
- Consult the club, NvFRW and NFRW bylaws to ensure compliance.
- Schedule the programs for the next year, contact speakers, and communicate the line-up to the club.

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What's a good program?

Some elements to consider:

- Make it interesting – no one wants to attend a boring meeting.
- Start the meeting on time every time.
- Don't let one speaker monopolize everyone else's time.
- Try to have timely topics. If immigration reform is in front of Congress, try to get a knowledgeable speaker on the subject.
- Offer a warm, friendly inclusive environment.
- Include programs on the NvFRW and NFRW.

Planning

Can you build a building without a blueprint? Of course, not—so you plan first, and then take action.

- **Set goals and priorities.** No one has unlimited human or financial resources—set goals up front, and the priorities flow from there.
- Develop an **action plan** for your programs.
- **KISS—Keep it Simple, Sally!** A plan doesn't have to be 20 pages long and fancy—just a list of what you want to do, and the schedule of when you want to do it.
- Meet with your committee members in the summer to start **brainstorming** ideas for the coming year.



Don't like to plan? Then you are doomed to poorly thought-out programs (that no one wants to participate in), doing everything yourself (as opposed to increasing your “leadership pipeline” and delegating tasks), getting burnt out, and slapdash last-minute efforts that no one wants to be involved in.

- **Be a Cheer LEADER to your Program Committee**
- Provide support and encouragement (WITHOUT micromanaging)
- Spread the news to others about a job well-done (as SOON as you can)
- Thank (praise) people for their work
- Be available to them (answer phone calls and emails within 24 hours)
- Got a non-performing committee member? They are probably overwhelmed and don't know what to do. Walk them through their responsibilities and help them take the first steps.

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REVIEWING THE BASICS FOR PROGRAM PLANNING

It is no secret that having interesting programs is one of the top reasons that Republican women join our clubs and remain active. Ideas for great programs can come from anywhere. Some of the best experiences can come from visiting other clubs all over the state and seeing the kinds of programs other Federated Republican Women plan and enjoy.

NOTE: In planning your programs for the year, take a look at the NFRW Achievement Form. This information will be very helpful. You will find that qualifying for national awards also gives annual program ideas! You will have many other ideas – let your imagination go!

Ideas for Club Program Speakers

- **Political** – local Republican elected officials, local Republican Party officials
- **Voter Registration** – Director of your county board of elections
- **Republican activists** – State Federation officer; National Federation officer; Central Committee Chair; State Party Chair; members of neighboring clubs; workers for a Republican president; political consultants
- **Candidates** for school board, town council, for party office, etc.
- **Legislators** – speaking about legislative session and/or specific legislation
- **Speakers Bureau** – go to state or national think tanks that provide speakers
- **Members with special expertise** – for instance those who have experience and expertise on specific legislation, campaign knowledge, etc.
- **Political Topics** – e.g., Katy’s Law, Jessica’s Law, property taxes, voter ID Project
- **Caring for America** - Project speakers

Ideas for Club Events

- **Book discussion/book signing** – authors: order their books at a discount, see them, and get them to autograph them. Then you have a program and a fundraiser!
- **Community forums for candidates** – Gubernatorial/senatorial/congressional (statewide); Presidential; Republican congressmen in your state; Republican congressmen from other states; former cabinet members.
- **Sponsor Cultural/Musical Events**
- **Forums About Issues** – domestic violence (local community organizations and district attorney’s offices), property rights
- **Workshops/training for members and non-members** – public relations, leadership development, fundraising, parliamentary procedure, membership recruitment and retention, lobbying and legislation, club president training, club treasurer training, veterans; experts on technology, internet, Twitter, Facebook, etc.

Always remember: We are REPUBLICAN clubs. Our job is to promote Republican ideals, Republican candidates and Republican goals!

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2nd Vice-President

MEMBERSHIP CHAIR and the MEMBERSHIP COMMITTEE

Maintaining and growing our club membership is the key to the NvFRW's success. Increased membership will give us the resources to further the influence and the programs of NvFRW and the philosophy and principles of the Republican Party.

The Member Who Never Came Back

I'm the woman who came to every meeting, but nobody paid any attention to me. I tried several times to be friendly, but everyone seemed to have her own friends to talk to and sit with.

I sat down among some unfamiliar faces several times, but they didn't pay much attention to me. I hoped somebody would ask me to join one of the committees or to somehow participate and contribute - but no one did.

Finally, because of illness, I missed a meeting. The next month no one asked me where I had been. I guess it didn't matter very much whether I was there or not. On the next meeting date, I decided to stay home and watch a good television program. When I attended the next meeting, no one asked me where I was the month before.

You might say that I'm a good mother, a good citizen, that I hold a responsible job and love my community.

You know who else I am? I'm the member who never came back.

Primary Responsibilities

The MEMBERSHIP CHAIR is responsible for the tender loving care of a VIP--the NEW MEMBER of your club. A warm welcome and friendly informed introduction to the members and activities of your club can insure a long and mutually beneficial relationship. It will also help the membership chair to achieve her goal – a GROWING membership.

- As soon as the new member joins, the Membership Committee should immediately send her a friendly welcoming letter with her membership card, recent newsletter and an interest survey.
- The chair should be sure that the new member's name is placed on the new member list. She should phone the new member to invite her to the next meeting. This initial call can also help the chair to learn something about the member; whether she can be active, whether she works or has small children. It may turn out that she has been an active member of another Federated club!
- Introduce the new member to the club President. The President, in turn, can introduce her to the membership during the meeting.
- Printing new members' names with a welcome in the newsletter will spread the word to all members.
- It is a good idea to have a special nametag for the new member attending her first meeting so that other members can help welcome her. The membership chair may have several hostesses assigned to this task. NEW MEMBERS MUST NEVER SIT ALONE!

- The Membership Chair should tactfully try to interest new members in some activity of

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the club at the time they join. It is at this time that interest is greatest, and it should be taken advantage of. A person with no political experience and not too willing to commit herself at first, may enjoy participating in some small way, such as serving refreshments or giving out nametags. As she becomes more acquainted with the members, her participation may grow. If a new member makes clear that she cannot be active, she should be made to feel that her support is important to the club and that she will still be able to share in the information and education that the club has to offer.

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HOW TO GET YOUR CLUB INVOLVED

This job is too big for just one person!

- The Membership Chair cannot do it all. Every member of the club is, in theory, a member of the Membership Committee, and the chair should get as many involved as possible.
- Stress membership at every meeting and in every newsletter. If your members are constantly reminded to THINK membership, they will come to view every friend, acquaintance and contact as a possible member.
- Remind your members to bring guests each time you have a meeting or special event.
- The non-political or social event is often the easiest one for a member to invite a guest.
- Enclose a special form or addressed postcard with the newsletter requesting your members to give the names of two or three prospects.
- Contact your new members from last year and ask for referrals. New members are likely to open up new circles of women for you to contact.
- Always have a guest book at your meetings and functions and be sure to have every guest sign with name and address. Then follow up with a "Thank you for coming" letter and an invitation to join.
- Always have a membership table at your meetings with a sign so designating. A guest may be thinking about joining - the sign reinforces the idea and may persuade her to join on the spot.
- Have special nametags for guests. Have a committee of members who are assigned to make these guests feel welcome and want to come back.
- Have a contest with a prize for the member who brings in the most new members.
- Suggest your members give memberships as gifts.
- If your members staff Republican booths at county fairs, have them offer club information to women registering Republicans.
- Have club information and newsletters available at Republican headquarters during campaigns.
- When members participate in phone banks or precinct walks, have them keep a pad on which to write the name and address of any Republican woman who seems interested or enthusiastic about Republican cause.

Where to Find New Members

54% of voters are women! We have more women voting than ever before. Are they members of our organization? If not, let's get them! WHERE DO WE FIND THEM?

- **Previous year's members.** Contact in person, by phone, or e-mail every paid member from the preceding year.
- **Past members** - Some women only belong in election years. Others may have had family or career responsibilities that caused them to "drop out" for a while. If contacted personally again, many of these former members will be ready to come back.
- **GOP women officeholders and wives of officeholders.** This includes precinct chairmen or their wives. Ask your precinct chair for a list of his precinct workers, too.
- **GOP women candidates and wives of candidates.** Get this information from your state GOP Executive Director and/or your County Party Chair. Extend an invitation, not only to them, but also to their mothers, sisters, daughters, aunts, etc. They need our help in their campaigns. We need them as members!

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- **Campaign workers** - Ask recent GOP candidates for their volunteer lists. Place a club information poster in every campaign headquarters. Have a list of all RW's clubs in your county available in the GOP County headquarters.
- **Republican Party primary voter lists** - An excellent source. Secure this list from your GOP county headquarters, GOP precinct chair, or county clerk. We can get a voter vault list from the state GOP office for your area.
- **Your friends and relatives** - They may just be waiting for an invitation. You may also consider giving a gift membership for birthday or Christmas!
- **Young women** - Member's daughters and their friends are an overlooked source of new members. We need their fresh ideas and enthusiasm.
- **Senior citizens** - Distribute club information to senior groups in churches, American Association of Retired Persons meetings, etc.
- **New residents in the Community** - Many real estate agencies compile a newcomer's packet. Smaller communities may have a local "welcome lady". Ask to have a brochure included. Advertise your meetings in the local paper's "community events" column as often as possible. Always include date, time, place, and a contact name and number.
- **Members** of other women's organizations.

Membership Renewal

A member retained is a member that does not have to be replaced. Accordingly, an enthusiastic, efficient and effective renewal drive is the important first step of each new year.

- In October send out due's notices to all members. Clubs use various ways:
- A notice in the newsletter accompanied by an addressed envelope. If bulk mailing is used, the envelope may be stapled to the bulletin. The post office will accept this if all are done exactly the same way.
- A notice in the bulletin with a tear-off form. This is perhaps not quite as effective as the above.
- A separate billing with a due's envelope accompanied by a short dues reminder note. This note can express appreciation for the member's past support. In terms of percentage of response, this is the most effective means.
- In January, send dues reminders to those who have not responded. A clever reminder can help attract the member's attention.
- Finally, follow up with a phone call.
- Be sure to keep the names of members who do not renew in a permanent file. Some members drop out temporarily; others are only interested in election years. If contacted again, many of these former members will be ready to come back.

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KEYS TO A SUCCESSFUL MEMBERSHIP CAMPAIGN

Create a Membership Team

- Recruit energetic members that are actively involved in the community. Team should be women of various ages and interests in the community. Five to ten members are ideal. Ask each member to have membership form in purse!
- Create a Facebook page for Club. **RECRUIT YOUNG REPUBLICAN WOMEN** to post messages. Consider other social networking such as blog, and twitter.
- Set a goal for membership. Raise the bar on membership recruitment. Think big!

Create a Theme for a Membership Campaign

- Example: "Finding Your Voice...Change the World" OR "Finding Your Voice...Make A Difference."
- Encourage members to use their voice! Each member should ASK someone to join Republican Women. Each One Asks One!
- Create a newspaper advertisement. Generic advertisement allows you to change message for upcoming events.
- Create a radio advertisement. Select members to be a part of the production of the advertisement.
- Create a cable television advertisement.

Create Membership Events

- Membership Event Ideas: Holiday Membership Tea, Christmas Progressive Dinner with first house hosting wine and cokes.
- Marine Corp Toys for Tots representative would collect toys from members.
- Second house has appetizers. Christmas carolers (high school musical group or members) greet members at the door.
- Coordinate a Luncheon with outstanding speaker.
- Create prospective member list.
- Review the voter vault list.
- Use Chamber of Commerce directory, school list, DAR listing, historical preservation group list, etc.
- Write down names and addresses of neighborhood residents with Republican campaign signs in their yard. Create a Republican Women team to visit homes and personally invite wives to next meeting. Invite neighbor to join! Be sure to have membership form and club brochure with you to give her! Be sure to send personal note after the visit.
- Prepare membership forms, invitation letter to current members, local club membership brochure, etc.
- Set date for the event. Secure guests for program, honorees, Marines, special music, etc.
- Select a site for event. Restaurant, member's home, library, etc.
- Send invitation to prospective members. Include membership form. Follow up with thank you note after event.
- Ask members to bring a prospective member to membership event.
- Have a guest sign in sheet. Ask for name, address, phone and email address for follow-up.
- Send membership renewal letter to last year's members.
- Renew all club officers and board members. Must have dues paid to serve on the board.

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Retain Former Members

- Collect old membership rosters from former years to identify members, former members who dropped their membership.
- Honor charter members. Collect photos of each charter member and photos of club activities from former years. Compile a power point presentation featuring charter members and accomplishments of the club. Invite family members. Present Certificates of Appreciation. Have family members present to accept deceased members' certificates.
- Honor past presidents at a meeting. Present Certificate of Appreciation.

Membership Record Keeping

- Set up card file or computer excel sheet with contact information for local club members. Include name, address, phone number and most importantly secure *email addresses!*
- Set up Club Distribution List on Address Book. Easier to send out membership information. Remember! Do not place more than 40-50 email addresses on list. Start new distribution list for each additional 40-50 email addresses.
- Keep master list of invitations sent to prospective members, old members and current members. Record membership activities.
- Ask club treasurer to send you a copy of the Quarterly Membership Report sent to your State Federation.
- Work with treasurer. Determine where membership forms and dues should be mailed.
- Send membership card and a note to welcome new member to club. Can be downloaded from NFRW Website. Get new members appointed to committee so that they will get involve with the club.
- Send follow-up notes to new members, newly renewed members, Young Republican Women, and members who have recruited new members.
- Any member that Recruits 10 New Members will be recognized by the NFRW Membership Committee. Recruit 10 Members Form can be downloaded from NFRW website.
- Clubs that double their membership are eligible for the NFRW Membership Award "100% Membership Award." A plaque will be awarded to the first 100 clubs that double their membership.

Promote membership throughout the year

- Spotlight membership events and efforts in each club bulletin or newsletter. List names of new members in each bulletin. Include membership information and provide a clip out membership form. Be sure to include a statement: such as: Send check for the amount of dues payable to local club name and mail to treasurer's name and address.
- Give membership report at each club meeting. **Introduce new members** in attendance at meeting. Remember important rule that new members should not be left alone. Establish a special "hospitality" committee for new members to sit with designate member for each meeting. **Introduce prospective members** attending the meeting. Use colored nametags for prospective guests so they are easily visible for members to welcome.
- Place membership forms on tables at each meeting.
- Request NFRW Membership Mentor to share ideas for Membership Recruitment. Contact NFRW Membership Committee. www.nfrw.org

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Membership Tips

NFRW Membership Chair Roseann Slonsky-Breault offers the following tips for building membership in your club:

- Have the right tools to be successful in increasing and renewing your club's membership: brochures, welcome letters, club newsletter, renewal letters, membership roster, membership applications, and business cards that identify yourself, your club, and the dates and location of club meetings.
- Use social media, especially for reaching prospective members. Have a club website, Facebook page, and Twitter account! If you want to attract millennials and women at home with small children or homeschooling their children, social media is the way to reach them!

At meetings, welcome and say good-bye to everyone as though they were coming or going from your own home. **VERY IMPORTANT!** Members and potential members will look forward to attending other meetings.

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THE CLUB MEMBERSHIP DIRECTORY

The membership directory is a greatly appreciated benefit of club membership. It is valued for its member contact information but also for the historical and educational content.

Include the following items

- Calendar of events and meeting schedule
- Leadership roster of officers and committees
- Club Bylaws and possibly NvFRW Bylaws (in online Handbook)
- NvFRW officers and contact numbers
- NFRW Policy for Counting Volunteer Hours (in online Handbook)
- Nevada required disclaimer!
- A statement that the list is for club use only. Example: “(club name) Directory information is considered confidential as individual members have not given written permission to share information with outside parties and should not be used for solicitations or mass mailings.”

Consider including

- Club mission statement or objectives
- Welcome letter from the President
- Information about club activities, committee duties, Standing club Rules
- List of Past Presidents with dates of service
- Contact information for local and state Republican headquarters, elected officials, voter registration
- Club history
- Dedication, perhaps to the immediate past President or other outstanding member.
- Republican Philosophy by NFRW (available from District Director).
- List of area Republican organizations with contact information.
- Advertisements to help offset costs. Contact business, office holders and candidates. Members might buy an ad to honor someone.
- Take a photograph of a local landmark to “dress up” your cover.
- Create a “Newsletter Sponsor” level on your membership form. Ask for a voluntary, additional \$5 to be listed as a Sponsor.

Some additional tips

- Your membership list is proprietary to the club. A statement as to the proper use of the list should be included on the inside front cover.
- Ask members for complete contact information to include email address.
- In the member listing, designate new members and/or associate members with symbols or separate list for associates.

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SECRETARY

Congratulations on being elected club Secretary! The Secretary should always keep in mind the importance of the position. She should dedicate herself to performing the duties of the office with careful attention to the essential details and eliminating those matters which are irrelevant to the overall purpose or stated agenda as presented by the President. The position of Secretary is one of honor and trust and reflects the confidence of your membership in your integrity and dedication to fulfill your obligation with fairness, faithfulness and a factual record.

Secretary's Responsibilities: As Secretary, it is your responsibility to record attendance and note whether there is a quorum of voting members present. This becomes a part of the permanent record of the local club, and you will maintain this information.

- Begin your term as club Secretary with a single notebook designated for minutes of the meetings you will be recording.
- While it is not necessary, there are some relatively inexpensive recording devices available that you might like to utilize as well. (Some of these allow you to download directly into your computer or burn onto a disc so that you have a record of exactly what has been said.)
- Start a file on your computer to store the written minutes as approved and corrected for the length of your term.
- Minutes should reflect the type of meeting – special or regular. Minutes should be taken at any and all meetings held, even an impromptu vote at a membership meeting that is not a normal scheduled board meeting.
- If a special meeting the purpose of the meeting should be noted, and no other issue or item may be considered.
- Minutes should note the proper name of the group as well as the date, time, and place of the meeting, followed by the officers and or members present.
- Minutes will include all business conducted and a record of all motions including the name of the person making the motion and the result of the vote.
- Secretary will record the maker of motions but not the individual offering the second. This person is not obligated to support any motion he or she has seconded. She may just want to get the motion to the floor for the vote.
- Minutes should be complete, concise and accurate, but not include long discussions, or debate about issues.
- The minutes should include the report of the Treasurer.
- Record only the facts.
- The vote on motions and results will tell the final decision.
- The minutes should never reflect the opinion of the Secretary.
- Each subject should have a separate paragraph.
- Names of officers and participants should always show proper spelling.
- The use of proper grammar reduces confusion, so be sure to follow the rules carefully.
- Minutes basically reflect the decisions of the members.
- Time of adjournment should be noted.
- The Secretary simply signs her name without the outdated salutation “respectfully submitted”.
- Prepare minutes as soon as possible in the interest of accuracy, preferably within

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one (1) week. The minutes should first be forwarded to the president for any input and then, when approved, they should be forward to the club. If all officers have email, it is recommended that the minutes be circulated to all, again, following approval by the President.

Some clubs distribute minutes to their members at the general meeting for approval; others approve them at the monthly planning meeting of the officers. Some clubs are now distributing minutes to all their members by email. In any event, the Secretary will sign the final approved and corrected minutes noting the date of that action and put them in the official file.

Remember, it is not the length of the minutes that is important; it is the completeness and the accuracy. When the Board of Directors or membership makes recommendations for corrections or changes to the record, it should not be taken as a criticism of the minutes or of the Secretary but an honest evaluation of the record.

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TREASURER

First and foremost, a Treasurer is responsible for safeguarding the assets of her club. To do this she needs the support and tools that enable her to do her job. Some of these tools are:

1. A realistic budget that is timely approved each year by the club.
2. A written and approved reimbursement policy of which all members are made aware.
3. The requisite forms, receipts, and signatures of approval for all expenditures.
4. Accounts at a bank that are properly set up with strict access and controls.
5. The proper reporting of PAC and IRS forms when required.

Second, a Treasurer is responsible for the collection and proper reporting of membership dues to the State Federation. The Treasurer receives the funds from the members, matches her dues receipts with the Membership Chair's records, and makes the report that matches those funds to the State Federation. It is critical that this portion of a Treasurer's duties be done accurately and timely. New members are eager to start receiving information from both the State and National Federations and unless proper information and funds are received, this won't happen.

The membership report (see next page) submits the total new membership since the last report and pays the NvFRW & NFRW dues. It also has the list of full and associate members' names, addresses, phone numbers and email addresses.

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CLUB TREASURER'S REPORT

Date Due

Club Name: _____
 Club Number: _____

Club President: _____	Club Treasurer: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____

Number of regular members included in previous reports	<input type="text" value="0"/>		
Number of regular members included in this report	<input type="text"/>	X \$15.00 each =	<input type="text" value="\$0.00"/>
Annual NFRW fee of \$15.00 due with the 1st Qtr Report			
TOTAL MEMBERSHIP YEAR TO DATE	<input type="text" value="0"/>		
Jo Marshall Scholarship annual donation of \$100.00			
	TOTAL ENCLOSED		<input type="text"/>

 Date

 Treasurer Signature

Make check payable to: Nevada Federation of Republican Women or NvFRW

New Member List should include name, address, phone, and email.
 Associate Member List should include name, address, and phone.
 Please email and mail report, check and list of members to:

Karen Von Schimmelmann Treasurer 5169 Palo Alto Circle Sparks, NV 89436	karevons@aol.com (775) 626-4203
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Please email or mail a copy of report and list of members to:

Caroline Smith 2nd Vice President 6312 Copper Creek Ct Reno, NV 89519	kakarose@aol.com (775) 813-3326
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Please email copy of report only to:

Diane Baranowski President	ddbar7885@gmail.com (775)324-3349
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NvFRW Treasurers Report - 2018 BLANK

The specific duties of the Treasurer will vary depending on your club's bylaws.

Below are some general policies and procedures.

- The Treasurer is the sole custodian

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- of all funds belonging to the club. She banks the money received, disburses it, and accounts for it. Her books must be accurate and up to date. She must be prompt in making deposits and payments. She must balance every bank statement.
- The Treasurer should prepare reports for each meeting stating income, expenses and cash on hand. No actions of acceptance by the club are required on the financial report unless it is of sufficient importance, such as an annual report, to be referred to auditors.
 - The Treasurer's Report should be a part of every business meeting. The report can be simple and should fit the needs of the club.
 - The books and records of the Treasurer should always be audited before a new Treasurer takes over. Clubs should have their books reviewed by a committee appointed by the club President. The committee should consist of former club Treasurers and or past Presidents. The adoption of the auditor's report indicating that the financial records are correct relieves the retiring officers of the responsibility for the period covered by the report.
 - Notify the club banking institution when a new Treasurer takes office. Complete the required signature cards, making certain necessary signatures of authorized officers (usually President, Secretary and Treasurer) are recorded by the bank before the checks are written. All banking must be done in the name of the club. When ordering checks, use the club Name only, no address or officer names.
 - The Treasurer must work closely with the Membership Chair. The Treasurer is responsible for the membership report submitted to the state Treasurer. The Treasurer signs the membership cards (only after receiving a check from member) given out by the Membership Chair.
 - The Treasurer should be a member of the Budget Committee. In some clubs, she is also a member of the Finance or Ways and Means Committee.
 - The Treasurer should prepare an annual report to compare actual income and expenses against the established budget. Copies should be provided to the new Budget Committee.
 - The Treasurer should reimburse expenses on presentation of a voucher and only if it has been budgeted. If an expense is not within the current approved budget, then the request must be presented to the board and approved before reimbursement.
 - The Treasurer should maintain a procedures book. It should contain up-to-date copies of the budget, reports, bylaws, financial procedures, club tax returns and any other information concerning the duties of the Treasurer.
 - The Treasurer must preserve all records pertaining to the office and deliver them to the Audit/Review committee at the end of her term.
 - All clubs must file for a federal tax ID number. Due to the tax consequences do not use personal social security numbers. Simply fill out the SS-4 form, sign it and return to the IRS. (All Forms may be found at IRS.gov). Without the SS-4, a club will not be able to establish a checking account. This number will be valid for the life of the club. Please be sure to pass this information to the new treasurer.
- At no time may the club use a member's personal account for club business and at no time can the NvFRW or NFRW tax ID number be used by the club.

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Audit Procedures

- Track all deposits to bank statements.
- Tie total deposits to total revenue on financial statement.
- Check all checks written to bank statements accounting for any old, outstanding checks.
- Tie all checks written to total expense on financial statement, with the exception of automatic deduction of bank fees on statements.
- Check for backup and authorized signatures for all checks written.
- Total backup receipts and verify with amount on check request.
- Check correctness of expense category on check and to line-item budget amount authorized.
- Check that there are two signatures on each check if the club's bylaws so require.
- Check that the signatures are those authorized by the bylaws and the signature cards on file at the bank.
- Check that if a budget line item was exceeded, the Board authorized the additional expense.
- Check that there were no unauthorized over-the-counter cash withdrawals.
- Check that the bank statements were balanced and are in agreement with the financial statements.
- Note any audit exceptions found in narrative form.
- Write up audit findings by the committee with all members signing the report.
- Present audit report to the Board and copy to prior Treasurer.

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Club Budgeting Guidelines

- One of the key reasons some clubs fall into financial difficulty is because they neglect the planning and budgeting process at the beginning of the year. Budgets are easy to prepare if you are organized and have a clear picture of what your club wants to accomplish in the year. Your budget should include your club's proposed events for the year, the facilities needed for the events, and the expected expenses and revenues.
- As soon as the fiscal year starts, sit down with your executive board and plan out the year. Use the previous year's budget of income and expenses as a starting point.
- Once you have decided what you want to do, research the timing and costs for your club operating expenses as well as events. Find ways of cutting costs and saving money by getting in-kind donations or cash donations. It is best to get quotes and/or purchase orders for expenses, especially the major ones, i.e., room rentals, food, entertainment and speaker's fees
- Your revenue may come from a number of different sources: Membership fees, money from donations, event fees or advertising in your newsletters. Don't overestimate the amount of revenue you think you will raise – it's better to be conservative.
- Compare your expenses with the revenue you are expecting. Expenses can be estimated using last year's costs plus adding a small cost of inflation. If your revenues do not equal your expenses, start cutting programs until you are certain that you can pay for everything.

SAMPLE CLUB REIMBURSEMENT POLICY

- It is the policy of the _____ to reimburse members for certain expenses incurred when conducting business of the organization. As a political organization, members must be prudent in the use of the club's resources. Where options are available, members should choose the most favorable so that resources can be maximized.
- Expense line-item categories for travel, mileage and other reimbursable expenses shall be budgeted for the President.
- Reimbursable expenses for the President shall be travel, accommodations, and registration fees.
- Meals and local transportation expenses (cabs, airport shuttles) are not reimbursable.
- Reimbursement for expenses incurred for the club shall require a Reimbursement Form with valid receipts and must be signed by the appropriate committee members.
- Members receiving financial assistance from the club to attend biennial conventions shall attend all meetings for which they have received assistance and be prepared to report at the next membership meeting.
- Reimbursement for travel expenses shall be made at the lowest possible fare. Members not making reservations early enough to obtain the lowest fare are responsible for paying the difference.
- Any committee needing money must submit a budget for approval by the board of directors before any money can be spent. Revisions of the budget also must be approved by the board of directors.
- Monies approved in the budget may be paid by the Treasurer without further vote of the board of directors, providing the amount does not exceed the budget.

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NvFRW NOMINATING CHAIR and COMMITTEE

The NvFRW Nominating Committee is comprised of

- The NvFRW Nominating Chair is a member of the Executive Committee elected at the NvFRW Biennial convention.
- Each club shall elect a member and a first and second alternate to the Nominating Committee. Committee members should be willing to help find qualified candidates for the Executive Committee positions, provide names to the Chair and meet with the Chair at the Spring Meeting.
- The term shall be two years commencing February 1 following the biennial convention year.
- Their names and addresses shall be sent to the Chair of the Nominating Committee and the NvFRW President no later than January 15 following the biennial convention.

The Nominating Committee is responsible for

- Sending a candidate form to each club at least 120 days prior to the NvFRW biennial convention, which will be held in September/October 2018.
- The Nominating Chair provides this form to each club's Nominating Committee member no later than the NvFRW Spring Board Meeting.
- The committee member should inform their local club of the process and make the forms available to interested/qualified club members.
- Meet in conjunction with or within 48 hours of the NvFRW Spring Board Meeting.
- Submit at least one qualified nominee for each office, having secured the consent of the nominee to serve.
- Submit a slate of candidates to the NvFRW President at least 60 days prior to the biennial convention. The committee determines the slate of officers to be presented to the NvFRW President. This will be done via an email or phone conversation/vote.
- The Chair shall present the report of the Nominating Committee to the convention body. Additional nominations from the floor shall be permitted if accompanied by the nominee's biographical data and written consent to serve.

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NvFRW CLUB LEGISLATIVE CHAIR

The fundamental duty of the NvFRW Legislative Chair is to keep the NvFRW membership informed of significant state legislative/political issues during Legislative and non-Legislative years. The primary communication network is through Club Legislative Chairs, Club Presidents and a Legislative email list.

As the primary information conduit, the NvFRW Chair sends information on many bills, issues and actions – including some that individuals may disagree with. This is done for informational purposes only and not as an endorsement or in opposition to any particular issue.... except for those adopted by NFRW and/or NvFRW.

Nevada and Local Focus

Keep NvFRW membership aware of national legislation and local issues, for example, those new bills dealing with voter fraud and human trafficking.

National Focus

Unemployment, higher taxes, illegal immigration and health care reform have been indicated as major concerns on a national level by NvFRW members. In most years Legislative Chairs focus only on state and local issues; however, major national elections may drastically impact Nevada's ability to balance its budget and reduce unemployment. Legislative Chairs may want to inform NvFRW membership about what major national legislation could mean for Nevada residents.

Some Suggestions for Communications to Members

- The NvFRW Legislative Chair should set up email "mailing lists" of Club Legislative Chairs and of others interested in receiving updates from the Legislative Chair.
- The NvFRW Legislative Chair should disseminate all pertinent information from the NFRW. In most years the NvFRW and Club Chairs will focus on Nevada and local issues rather than on national issues. Each Legislative Chair can determine the extent to which she wishes to provide information on major national issues

Some Suggestions for Communications with Legislators

- Email has become the accepted norm of communication. This has both good and bad points! Legislators can be overwhelmed with emails. Most state legislators do not have administrative staff to handle their calls, mail and schedules. They find it useful for us to give our opinions via email – state the bill number and if you support or oppose the bill in the header line.

Then in the email, identify yourself, indicate whether you are one of their constituents and your reasons for supporting or opposing the bill.

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- The NvFRW Legislative Chair should set up separate email lists of Republican Assembly, Republican Senate, Democrat Assembly and Democrat Senate. When providing an opinion, it is sometimes useful to target only a particular segment. Club Legislative Chairs should set up their own email lists.
- To keep up with issues of importance, the NvFRW Legislative Chair should establish and maintain some degree of communication with Republican elected officials. Club Legislative Chairs, when possible, should do the same – particularly with their district representatives. Our elected officials have proven more than cooperative when contacted for information.

Other Suggestions

- Get on the mailing lists of various Nevada conservative newsletters. The Legislative Chair does not have to agree with them; it is simply a part of the information network.
- Phone calls, personal letters, faxes and personal visits can be more effective in some instances.

Suggestions for the 2019 Nevada Legislative Session Year

- The NvFRW Legislative Chair should help NvFRW membership establish the issues the Federation will support during a Legislative session. Contact legislators and NvFRW members via email or attending meetings for suggestions. Several issues should be offered to Club Legislative Chairs to present to their members. Theoretically, a vote should be taken. Getting a representative and collective response, however, is difficult. Generally speaking, just by listening to “talk” one can pretty well assess what issues are of greatest importance. The NvFRW Board should approve the issues.
- Once the issues/bills are selected, find out who the sponsoring legislators are and, depending on whether the Federation is opposed or in support, contact those Republican legislators most interested and involved in the outcome. Inform them of the NvFRW’s position and desire to help.
- A club should take no more than two issues per session. Endorsing a particular bill takes considerable work – keeping track of meetings, lobbying legislators, keeping members informed of amendments, etc.
- On all other issues of interest and specific bills, the duty of the Legislative Chair is to remain as an informational conduit only. Remember, as a representative of the NvFRW, it is not the job of the NvFRW nor Club Legislative Chair to personally endorse or oppose particular issues or bills. The Legislative Chair is to communicate information and educate the membership. As long as Legislative Chairs separate themselves from their positions and speak as individuals, they may champion any issue or bill they wish.
- It is not necessary to personally attend the Legislature. However, there may be several NvFRW members who attend committee meetings on a regular basis (or will attend, when requested) and can be of great assistance in keeping members updated. Bills and meetings may be tracked online using the Legislative Bill Tracking Service. During recent sessions, the Regents have paid \$200 for the NvFRW Legislative Chair to track up to 100 bills. This enables the tracking of any bill members show an interest in.
- The NvFRW Legislative Chair may be requested to arrange an NvFRW Legislative Day during the biennial session. There are procedures and protocols to follow. Use available resources – Republican Caucus leaders and Legislative Counsel Bureau are very helpful.

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NFRW COMPREHENSIVE ADVOCACY PROGRAM (CAP)

The NFRW Comprehensive Advocacy Program (CAP) generates support or opposition for an issue that concerns members of the Federation. It is based on our ability to reach thousands of Federation members quickly and effectively to urge them to generate e-mails, phone calls, Facebook posts, Twitters and letters to Members of Congress, state legislators, and federal or state administrative officials. It is an effective tool to carry the Republican message.

The NFRW president initiates a CAP Alert when there is a need for massive grassroots support or opposition to influence crucial legislation before Congress or an action or decision of Congress or the White House. In addition, an Alert may be used to motivate Congress or the White House to address a particular issue and influence the discussion before the legislation is introduced, or it can be initiated in response to a request for support from a Republican congressional or administration leader or a state federation president.

CAP Alerts are issued by e-mail through the [NFRW e-mail network](#), which is provided free to members who sign up for the service. CAP Alerts also are [archived online](#). CAP Alerts provide the necessary background information to educate members, and then urge members to take a specific action, usually contacting a legislator.

As one of the largest and most influential women's political organizations in the nation, the Federation has the power and unified voice to truly impact the direction of our Congress and our country.

Action Steps for an Effective CAP Alert Hotline

When a national Alert has been issued, your mission is to make your voice heard on the local, state and national levels.

STEP 1: Immediately contact your representative, senator or official, as instructed. Call, e-mail, Facebook, Twitter or write a letter.

STEP 2: Make your voice heard through the media. Media outlets represent perfect opportunities to reach large audiences, and your participation will generate additional support for the effort.

- Call a local radio talk show. Next call a national radio talk show, i.e., Rush Limbaugh.
- Write a letter to the editor or an opinion-editorial for your local newspaper.

STEP 3: Take action and use alternative methods to carry the message.

- Discuss the issue with your friends, colleagues and neighbors - motivate them to get involved. Show them how this personally affects them.
- Discuss the issue at your next community meeting.

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Implementing a CAP Alert Hotline Locally

A club can issue an Alert for their members on a state or local issue. It is important that Federation members be actively involved in legislation on all levels.

- Appoint a Club Legislative Chair, or someone responsible for organizing and overseeing legislative activities for your club.
- Identify the "core activists" in your club - those members who particularly enjoy contacting elected officials and can be depended upon to do so.
- Alerts should be kept simple and short - briefly identify the issue, the provisions of the bill, the bill number, when a vote is expected, etc. The credibility of the Federation as a lobbying force depends upon a well-informed membership. A clear message and accurate knowledge of a bill's provisions will bring respect from targets of the Alert.
- Set up a system to periodically monitor the effectiveness of your CAP Alert program. Is it working? Are the members responding? Ask each member to record any action she takes in response to an Alert, so the club president or legislative chair can document the hotline's effectiveness.

Contacting your local/state media

You should have the below contact information available and current at all times. This will come in handy when you must take immediate action.

Included should be the local newspapers and radio talk shows with the contact's information including:

- Phone
- Email
- Facebook
- Twitter
- Address
- Deadlines
- Best Times to Reach Your Contact

Make Your Voice Heard!

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BYLAWS COMMITTEE

Bylaws are the highest level of rules of your organization. They contain the basic policies pertaining specifically to your organization. Local clubs are allowed great flexibility in establishing their bylaws; however, these guidelines may not be in conflict with those of the NvFRW or the NFRW. Your club Bylaws should:

- Describe the group's purpose;
- Spell out the qualifications and method of selection of members;
- Provide for officers, committees and meetings (including the quorum);
- Set up an executive board and board of directors;
- Specify the limitation of the power of an assembly to act as a whole;
- Include provisions for their own amendment that require previous notice of proposed amendments and at least a 2/3 vote for them to be adopted

When adopting or amending bylaws, it is essential you consult Robert's Rules of Order Newly Revised (RONR). A great resource to find answers to bylaw or parliamentary questions is to go to www.robertsrules.com. This site contains commonly asked questions, as well as an active Email question and answer forum.

The President, Bylaw Chair, Secretary and Parliamentarian should all have a copy at hand of the NFRW, NvFRW and your club bylaws.

Each club must review their bylaws at least once every two years and submit them to the NvFRW Bylaw Chair – whether they have been recently amended or not. This review is needed:

- To ensure each club's bylaws are not in conflict with the NFRW or NvFRW bylaws; and
- To certify the validity of each club within the NvFRW in order to establish voting privileges at the National Biennial Convention.

Reminders

- Submit your club bylaws to the NvFRW Bylaw Chair in January following the biennial.
- If your club bylaws are amended following this submittal, submit the amended copy.
- As the club's appointed or elected Bylaws Chair, you should be the conduit between your club and the NvFRW Bylaw Chair to bring possible bylaw change proposals for discussion.
- "Housekeeping" changes may be addressed and voted on at any NvFRW BOD meeting, if properly posted with the Call prior to the meeting.
- Proposed changes to bylaws addressing the governing structure of the NvFRW will be presented for official vote at the 2019 Biennial Convention; however, proposed changes to the governing structure will be brought before the 2019 Spring BOD meeting for discussion and possible recommendation.
- Any NvFRW member may submit a bylaw change proposal; however, per the NvFRW Bylaws, they must be submitted in a timely manner through the NvFRW Bylaw Chair or President;
- If deemed necessary, a Bylaw Committee meeting will be held at each NvFRW BOD meeting for the purpose of discussing ideas, possible bylaw concerns and potential changes.

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STANDING RULES COMMITTEE

Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. However, they cannot be in conflict with the bylaws. Because main motions establish these rules, a majority vote adopts them. They can be suspended for the duration of a meeting by a majority vote, and they can be rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice. These rules remain in effect until the assembly rescinds them.

Examples of how standing rules relate to bylaws

- Bylaws state how many general meetings are to be held. Standing Rules tell when and what time these meetings are held.
- Bylaws give the number of officers and appointed chair with a board vote. Standing Rules may give specific duties for Board members beyond basic job descriptions in the bylaws.
- Bylaws state the responsibilities of the Treasurer. Standing rules provide guidelines for club reimbursements, contributions, fundraising, etc

Examples of Standing Rules

- Club dues shall be \$ ____ for full members and \$ ____ for associate members. Such dues will include the club's portion of the NvFRW member payment which includes NFRW dues.
- Club President or her proxy shall attend all NvFRW Board Meetings, NvFRW Biennial Convention and NFRW Biennial Convention.
- Club Reimbursement Policy shall determine how costs of attendance to the above meetings will be handled.
- A reserve of \$ ____ shall be kept in the club treasury at all times. This \$ ____ will only be available for use upon vote in the general meeting.
- Candidate contribution policy shall be _____.
- Clubs shall/may honor their President through payment of NvFRW Regent dues
- Clubs shall prepare a budget by __ (date) __ for vote of approval by general membership.
- There shall be three approved signatures on the club bank account, but only (#) ____ shall be required to sign all checks.
- Provisions and allowable expense for gifts, flowers or cards to outgoing officers, members and guests.
- When board meetings will be held.
- Provision for notification when a board member cannot attend a meeting.
- Standard expectations of board members and general membership.
- Calendar for fundraisers, membership events, campaign forums, etc.

Standing rules reflect how your club will handle administrative matters. They are meant to be flexible and reflect the will of the current board; therefore, they may be modified, added to, or deleted by a majority vote of the general membership.

Standing Rules are adopted and/or amended by a majority (more than half) vote of the board. The standing rules should contain only such rules as may be adopted without previous notice by a

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majority voted at ANY business meeting. They may be suspended by a majority vote, or they may be amended or rescinded by a 2/3 vote per Bartley.com.

Date your Standing Rules document as you do your bylaws. Additions can be dated beside the text of the addition. When reviewing your bylaws, consider what should be "organizational structure" and appropriate to bylaws. Details are more appropriate to Standing Rules. Your current BOD will appreciate the flexibility Standing Rules provides to your club management.

*A separate standing rules committee is not required.
One committee can be responsible for both By-Laws and Standing Rules*

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CLUB PARLIAMENTARIAN

A Parliamentarian is usually appointed by the President. She should be someone who has knowledge of Parliamentary procedure and has the confidence of the President.

The Parliamentarian of a club assists the Chair and acts purely in an advisory capacity and must NOT infringe on the rights and duties of that officer. NEVER should a Parliamentarian address the body upon Parliamentary matters unless requested by the Chair to do so and NEVER should a Parliamentarian “lay down the law”. The Parliamentarian SHOULD present references and opinions only when requested. A Parliamentarian may at any time call the Chair’s attention to a parliamentary point, but this should be done discreetly and in a dignified manner.

Important to Remember

- Parliamentary law gives to the President/Chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- The Parliamentarian SHOULD NEVER make a ruling and should only answer questions when permitted or asked by the Chair.
- She only offers opinions when asked to do so by the Chair.
- Only on the most involved matters should the Parliamentarian be called upon to speak to the body and if at all possible, this should be avoided.

Reminders to Parliamentarians

- If you are a member of a Local club, you are to remain impartial in all debate. You cannot speak and you can only vote if the vote is by ballot. You must be impartial on all matters.
- You should be seated next to the Chair.
- Have at hand a copy of the club bylaws, minutes, agenda and Current Edition of Robert’s Rules of Order Newly Revised.
- Have paper handy to write notes to the Chair if needed.
- As the club Parliamentarian, you are available to give interpretations and advice to all members, impartially of course.
- The Parliamentarian should also be an advisor of the bylaw committee. The Parliamentarian can advise and can, in many cases, word the proposal in clear, concise parliamentary language.

And the GOLDEN RULE for any Parliamentarian:

“Never speak unless asked to.

As Parliamentarians, your advice is only pertinent if asked to give it.”

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ACHIEVEMENT AWARDS CHAIR

The National Federation promotes a Local club Achievement Award Program which gives clubs credit for the work that they do in the following areas:

- Club Function
- Membership Development
- Programs
- Campaign Activities
- Community Relations

Achievement Awards establish performance standards. This program is designed to enhance teamwork among members of each club. New goals and levels of achievement are added every two years, so the forms do change. For example, this year we have **four bonus points** if your club Treasurer updated the NFRW database with all members by the NFRW quarterly deadlines. In addition, **add one bonus point** if your club donated at least \$10 to the NFRW Trust. *The current program starts January 1, 2018, and goes through December 31, 2019.* For the complete report form, point system checklist, and submittal instructions, visit "documents" Club Achievement Awards 2018 - 2019 Report Form in the NvFRW website at: www.nvfrw.org.

Each club should have an Achievement Awards Chair who keeps the club's Board of Directors apprised of program status. The Chair can pencil in a draft copy of the 10-page Club Achievement Awards 2018-2019 Report Form as each requirement is completed.

Achievement Awards Survival Guide

How to Help Your Club Earn Points by Doing What You Are Already Doing!

The Achievement Awards Survival Guide is a brief synopsis of the 10-page Club Achievement Awards 2018-2019 Report Form.

Club Function

- Hold monthly meetings (at least 5 in a year)
- Pay NFRW and NvFRW Dues
- Website and /or Facebook and Twitter Accounts
- Publicize Meetings
- Send Delegates to NFRW Convention
- Appoint Club Committee Chairs
- Review club bylaws

Club Function Bonus Points

- Club holds 10 monthly meetings annually
- 1 bonus point for each member who is a NFRW Regent
- Club sends monthly newsletters to members
- Club sends member(s) to NFRW Board or Regional Meeting
- Club to hold a fundraising event in 2018 or 2019
- Club to help start or financially supports a TARS, College Republican Group

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Membership

- Appoint a Membership chair
- Hold a program on Membership and/or Leadership development
- Hold a Membership event
- Outreach to all age groups and cultures
- Increase membership in 2018 and/or 2019
- Publish a membership directory (hard copy or electronic)

Program

- Club has a Program Chair who plans programs.
- Programs: GOP speakers; GOP initiatives; current legislative issues, national or state level; differences between GOP and Democrat philosophies; State Party Official(s) explain GOP plans of Action; NFRW history and structure and NvFRW history
- Club has Legislative Chair who reports on legislation (local, state, and federal)
 - Club develops a plan to lobby state or national officials
 - Club acted on legislation and/ or legislative alerts

Program Bonus Points

- NvFRW President or Representative presented program on NFRW/NvFRW history
- State elected official/NFRW officer/NFRW Board member is a program speaker

Campaign

- Appoint campaign chair who develops campaign activities and is responsible for reporting club members campaign hours
- Club holds candidate forums
- Meet with party officials to maximize club effectiveness in elections
- Club has members who participate in precinct/county GOP
- Club recruits one club member to run for office
- Club members attended local, state, district or RNC Convention
- Club has a member who is a campaign manager/election board official, county, district, or state party officer.
- Club has plan that explains differences between Republican and Democrats on vital party issues.

Campaign Bonus points

- Club contributed financially/volunteered for a GOP woman's campaign
- Club budgeted \$\$ and/or sent a member to a campaign school

Community Relations

- Club has Publicity Chair
- Club President shares info that promotes national, state and regional programs that were received from NFRW or NvFRW
- Club President has e-mail or phone to receive information from NFRW and NvFRW
- Supported the troops by sending care packages or letters, donating airfare for a serviceman or helping a serviceman's family
- Club held an essay contest in local schools to promote Americanism and patriotism
- Club gave \$\$ to a literacy program, held a book drive, donated books to a library or school.
- Club gave books through MELP program in both 2018 and 2019
- Donations in both 2018 and 2019: National Pathfinder Scholarship; Betty Rendel Scholarship Fund; Marion Martin Building Fund (minimum of \$10.00); Dorothy Kabis Internship Fund.

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CAMPAIGN CHAIR

The main focus of the club Campaign Activities Chair is to coordinate activities for the club and campaigns to help elect Republicans. She should remain neutral during the primary period.

Guidelines

- Set goals for yourself and for your club. Strive to increase volunteer hours and inspire club members to become actively involved in campaigns and county party efforts.
- Get members to report volunteer hours. Develop a reporting club form and plan for individual members to report volunteer hours. These hours are the “currency” that shows the strength of NvFRW clubs in the election process.
- Make available in print the “Policy for Counting Hours” to each member in your directory for easy reference. This information is available in this Manual and from your NvFRW area director.
- Suggest members keep a special calendar for ease in counting their hours that are then reported by the club for NvFRW Achievement Awards.
- Educate members to the importance of attending Precinct Convention and become involved in their County Republican Party Convention.
- Keep an up-to-date list of all Republican candidates and campaign headquarters including the website, address and phone number. The county chair should be able to provide all necessary information.
- Know the interest and talents of your members and guide them to campaigns. Organize email/call list in advance to be able to schedule events and workers for a candidate appearance or volunteer requests for mailing, phone banks, walks, etc.
- Keep everyone informed. Write articles for each newsletter. Share important email with club volunteers. Attend campaign activities and seminars in your area and encourage members to attend as well.
- Organize “Meet the Candidates” events, before the primary if possible. Invite the public and media/press to meet and hear the Republican candidates. Allow time for refreshments, before and after the speakers, for one-to-one time with candidates.
- Have a place for campaign materials at meetings for ALL Republican candidates. Treat all Republican candidates equally. Do NOT endorse a Republican candidate if there is more than one Republican in the race.
- Be aware of all legal requirements for printed materials to include mass emails. Include the required disclaimer: “Paid for and authorized by (club name) . Not authorized by any candidate or candidate committee.”

HOW TO CAMPAIGN SUCCESSFULLY IN NEVADA

The following information is helpful to direct your focus:

Political Leadership Traits

- Plays well in the sandbox
- Comes to the table knowing his hand
- Treats opposition with healthy respect
- Find friends/Don't make enemies
- Give something they want

What Can the GOP Do?

- Improve messaging
- Train and maintain grassroots leadership better and keep them together
- Integrate media and grassroots
- Focus on Issues
- Identify the best candidates who can win

Train and Maintain Grassroots

- Provide better leadership training
- Conduct or contribute to town halls
- Plan earned media events – school choice
- Write letters to the editor
- Contribute to social media sites

Integrate Grassroots with Media

- Media team must communicate with grassroots
- Train all interested and able volunteers to be better surrogate speakers
- Alert grassroots leadership to media game plan
- Position “ground game” to support “air game”.

All Politics Is Local

- Mayor's Race
- County Supervisor
- Water Boards/City Councils
- Local Republican Clubs

*“If I am not for myself, then who will be for me?
And if I am only for myself, then what am I?
And if not now, when?”
— Hillel, 2nd Century BC*

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CAMPAIGN CONTRIBUTIONS

It is important to emphasize that all clubs should have a written policy of how and by whom a decision is made to contribute to political races. Is the decision made by a committee or just by the executive board? Also, does it need to be ratified by the entire club membership? Please keep in mind that written policies make the life of a Treasurer so much easier.

In Nevada it is now illegal for clubs to donate directly to state candidates. Donations may be made by club members directly to candidates but not by the clubs themselves. Many NFRW clubs are also PACs and there are now two state PACs to accommodate this issue. In the north there is RWNN PAC and in the south there is RWSN PAC. These PACs facilitate the clubs in their area, but NvFRW clubs do not have to belong to the PACs.

One very important item that the entire membership should know about campaign contributions under federal law is that **paying or reimbursing a club President for attending campaign fundraisers is illegal. It is considered money laundering under Federal law.**

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NFRW POLICY FOR COUNTING VOLUNTEER CAMPAIGN HOURS

The Campaign Awards Program is an effective tool to demonstrate the power of Federation women at the local, state and national levels.

You may include the following activities in your campaign hours:

- All non-paid political activities benefiting the Republican Party, candidates and/or the Federation.
- Work done at home, i.e., mailings, preparing campaign posters, phoning.
- Work at or for a special event – but NOT if you attend as a paid guest or if you are compensated for the event.
- Attendance at (and travel to) Federation board meeting and conventions, as well as time spent in preparation for these meetings if you serve on a committee.
- Time in session at (and travel to) precinct/ward, county, district or state party conventions for delegates and alternates only.
- Time in session at (and travel to) RNC conventions for delegates and alternates only.
- Time spent as a county, state or national party committee member or as a temporary member, i.e., Rules Committee, Resolutions Committee, etc.
- Political work at federation meetings, i.e., getting petitions signed, doing mailings, etc. Do not count the time spent at regular club meetings or events.
- Traveling from event to event, but not for personal stops in between.
- Volunteering at any county, state or federation headquarters.
- Volunteering for a Republican candidate for a non-partisan office, i.e., school board elections.
- Working as an unpaid poll watcher on Election Day.
- Involvement in a Campaign Management School.
- Working as an Election Day Judge or Clerk – if you turn over the money paid to your local party or local club.
- Presenting political programs or speeches at local civic clubs.
- Appearing on local media for the GOP cause.
- Running for office – all time spent campaigning.
- Time of NFRW Associate Members (women and men) volunteering for the Federation or GOP, i.e., working at the headquarters of a candidate, putting up yard signs, etc.
- An associate member's hours are counted only in her primary club.

NOTE: Presidents and Campaign Chairs are not permitted to work in nonpartisan campaigns or those in which there are more than one Republican in the race. Clubs may not endorse in the name of the club. Individual members may work for the Republican of their choice in their own name.

This NFRW policy is designed to ensure a national standard for counting volunteer hours that are a part of the NFRW Achievement Awards. This policy may be found in the Leadership section of the manual.

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FUNDRAISING CHAIR

Fundraising is an essential component of every successful volunteer organization. Although there are always yearly dues, these funds are usually insufficient to meet normal operating expenses. To ensure successful special projects and campaign activities, fund raising from other sources is required. Fundraising takes time, commitment and enthusiasm. Below are some basic fundraising principles and ideas to guarantee success for your unit.

Fundraising Tips

- Plan ahead! By not planning well in advance and with great detail, you are setting yourself up for failure. Successful fundraisers can take months in advance to plan. But once you have accomplished your goal, you will have a successful fundraising method to return to each year. It will be your "signature event!"
- A theme should be determined - people respond better if they can identify an event with a particular theme. When selecting a date for a public event, make sure the date does not conflict with another event in the community. Always be conscious of religious holidays.
- Target your community at large. If your fundraiser is only geared toward your members, you are defeating its purpose! Make sure your idea is something that will attract the community at large and advertise that idea. You will not only be creating a successful fundraiser, but you will also be introducing your unit to potential members.
- Remember, the first rule of fundraising is to keep your expenses to a minimum. Get everything you possibly can donated. All contributions should be acknowledged in writing. Always be aware of, and comply with, all national, state and local election and disclosure laws.
- The Public Relations Chair (or appropriate officer) should send notices to local newspapers and radio and TV stations well in advance of the event. Advance and follow up publicity is a necessity to ensure good attendance at an event.

Fundraising Ideas

- **Silent Auction** - A Silent Auction is a great fundraiser and can be paired with a cocktail reception or dinner for a great event. Auction items can be donated from local businesses as well as from members. Highly coveted items might include a gift certificate to a spa, a weekend at someone's vacation home, a dinner prepared by a local chef in the winner's home, special seats (courtside, owner's box, etc.) at a local sporting or theatre event, and many other ideas.
- **Cook-Off and Dinner function** - A cook-off and food tasting can be a fun and family-oriented event. The Barbara Bush RW in Virginia initiated a successful chili cook-off for their fundraiser. Contestants were asked to provide two gallons of chili for the contest, while the unit provided napkins, sampling cups and water. Truckee-Tahoe RWF in California hosted an Appetizer Contest and Wine Tasting as their fundraiser. Members and guests were asked to bring an appetizer that could accommodate 40-50 tastes. Inexpensive but quality wine was provided by the unit and there was a cover charge of \$25. Each guest was given three tickets to vote for the best appetizers - a cup was placed next to each appetizer for the tickets.

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- **Selling Republican Gifts/Objects** - Consider working with a supplier or wholesaler to sell a gift or object as a fundraiser. Commonwealth RW in Virginia purchases the White House Christmas ornament from a supplier each year and sells them to members, family and friends. The ornaments are popular and change each year, keeping the idea fresh. A Vice President's residence Christmas ornament is also offered each year.
- **House and Garden tours** - Organize a house or garden tour in your community. Enlist members and non-members alike to open their homes to the community. Consider keeping the area of the homes/gardens small so that participants can travel on foot as much as possible - six to eight homes are recommended. Enlist your members to sell tickets in advance, but also consider having tickets available to sell at a central location on the day of the event; refreshments can also be made available at the central location. For security reasons, it is best not to sell tickets at the homes on the tour.
- **Walkathon** - Walkathons and marathons are popular fundraisers. Participants are charged a fee to participate in the walk, and other goods, such as food, t-shirts, or bumper stickers, can also be sold at the start/finish line. When considering a walkathon, you want to reach out to as many in the community as possible. Therefore, it is important to earmark the money raised for a specific cause rather than your unit's general funds. If your Caring for America project is to raise breast cancer awareness or to send care packages to the troops, use these projects as your walkathon cause. Volunteers will be needed to sell tickets in advance and during the event, to sell merchandise, and to staff the route of the walk.
- **Casino Night** - First, make sure that gambling is legal in your area. An event like this is typically paired with a cocktail party or dinner event. Many local vendors or entertainment companies can provide the necessary tools, such as blackjack and craps tables, slot machines, poker tables, etc. Try to find a company that can also provide the manpower for your activities (i.e., dealers). Prizes for winners and door prizes can be donated by local merchants. Ask your guests to purchase play money to use at the different booths and tables, thereby reducing the security concerns.
- **Make-It, Bake-It, Sew-It, Grow-It Silent Auction** - This is an unusual and fun event. Unit members, local artisans, and community members can be invited to donate items that they made, baked, grown or sewed for a silent auction. Tickets can be sold in advance and at the event. Request door prize donations from local merchants.
- **Seasonal Fundraisers** - Seasonal sales can be a very effective fundraising tool. For example, during the Christmas season, locate a local wholesale plant nursery and approach them about a poinsettia plant sale. Members can order, and can ask friends, family and co-workers to order plants for the holiday season. Work with the nursery to determine what different sizes, colors, etc., will be available. Your profit will come from increasing the price of the plants over what the nursery charges your group.

Be sure to collect all money for the plants when the order is placed. Depending on the number of plants purchased, ask 3-5 members to volunteer their homes as drop-off

points for the plants. Ask the nursery to deliver the plants to a central location. Volunteers can then sort the plants and take them to the appropriate drop-off points. Let your customers know the times available for them to pick up their plants.

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If your plant sale is successful, you may consider working with the nursery the next year to add garland and/or wreaths to your sale.

These are just a few of the many fundraising ideas available to your local unit. Fundraising programs must be innovative and geared toward motivating individuals to financially support a specific cause. With a little enthusiasm and a few unique ideas, your unit will be on its way to creating a successful fundraising program.

This section is from www.NFRW.org

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JO MARSHALL SCHOLARSHIP CHAIR



**JO MARSHALL MEMORIAL
SCHOLARSHIP FUND APPLICATION**

Full Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Name and address of Nevada Institute of Higher Learning where currently enrolled

Date of Enrollment _____ Degree Seeking Student Yes ___ No ___

Have you carried 12 credits in the semester prior to 9/1/2023 Yes ___ No ___

Based on university standards, are you considered a:

Sophomore ___ Junior ___ Senior ___ Graduate Student ___

Registered Republican? Yes ___ No ___

Honors/Awards/Special Recognitions

Are you a Nevada resident? Yes ___ No ___

Are you a Nevada Federation of Republican Women club member? Yes ___ No ___

If yes, name of Nevada Federation of Republican Women club

All applications must have the following attachments for further consideration:

- An official/current university transcript and proof of current registration
- Two letters of recommendation from a non-relative
- A biographical essay describing a significant achievement and a time when the applicant grew as a person.

The above statements are true and correct to the best of my knowledge.

Applicant's signature _____ Date _____

Name of sponsoring club _____

Signature of Club President or First Vice President _____ Date _____

Submit application to: Lia Roberts, Literacy and Education Chair, robertslia@aol.com, 702 858 4508.

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LITERACY CHAIR

The fact that a child may not have any books at home is something that we, as a community and as a federation can easily resolve. We have a wonderful opportunity to help make a difference in a child's life. We can help them learn to help themselves by giving them the love of reading.

The National Federation of Republican Women has numerous ideas on their website to help local clubs promote literacy. The Mamie Eisenhower Literacy Program (MELP) is the NFRW's oldest literacy program, celebrating more than 45 years of book donations from an approved list to schools and libraries. Bookplates are mailed to clubs upon receipt of the list of books to be donated. This enables the committee to track the numbers and names of books being donated by Republican women across the country.

Each club President should adopt a literacy program and appoint a member as their Literacy Chair, who can form a committee of members who actively promote literacy in the community through outreach programs such as tutoring at the local school, reading to children at your local library, foster care, hospital and children's clinic.

Alternatively, if you do not have any members who have time to actively get out into the community, there are many ways for clubs to participate without having to invest a lot of time. Below are some suggestions:

- Donate books to local at-risk schools, or libraries and churches in less fortunate communities of your county.
- Contact Kids to Kids and make a cash donation.
- The website www.dictionarproject.org is a great way to purchase reference books for students at local school. The case of dictionaries and thesaurus will be shipped directly to your local school.
- Donate a subscription (or 2, 3, 4, 5 or more) to NEWS FOR YOU, a news magazine for teenagers and adults who are new readers. A 48-week subscription is only \$32.00 at www.news-for-you.com

NOTE: NFRW offers bookplates to be placed on books you donate; however, please check with the school or organization to which you are donating, to ensure they will accept books that are inscribed and donated by political organizations. If the organization does not allow bookplates, you may contact the NvFRW Literacy Chair to forward the information to National so your club can get the proper credit for its donation.

Please let the NvFRW Literacy Chair know what you are doing so your club can be properly recognized by the State federation as well. Each September, Republican women's clubs across the nation are asked to let the NFRW know what they do to promote literacy. All clubs returning the short literacy month form receive a signed certificate of participation and are entered in a random drawing for first and second prizes.

Club Bonus Points

Did you know that actively participating in the Literacy Program is worth up to 10 Achievement Award points (5 points, plus 5 bonus points)?

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AMERICANISM CHAIR

What does 'Americanism' mean?

Americanism is defined by numerous dictionary reference sources as a noun:

- A custom, trait, or tradition originating in the United States.
- A word, phrase, or idiom characteristic of English as it is spoken in the United States.
- Allegiance to the United States and its customs and institutions.

Wikipedia lists "the belief that American values are the most ideal of cultural values or an attitude that gives special importance for the United States of America" among its definitions for Americanism.

Various thesaurus reference sources equate the term Americanism to "loyalty to the USA and its institutions" and reference the words 'nationalism' and 'patriotism' ... "love of country and the willingness to sacrifice for it".

What does 'Americanism' mean to the NvFRW and NFRW?

As Republican activists we have an opportunity to inspire those who are complacent to become passionate, patriotic Americans and to instill a renewed spirit of patriotism in the soul of others. Our first and paramount objective is to foster respect for the Flag of the United States of America and to set a consistent example for others.

The Americanism Committee has the responsibility of inspiring respect for the American Flag and our country. Traditionally, a committee member leads the Pledge of Allegiance at all regular meetings or asks someone to assume that responsibility. The committee is responsible for the proper display of the flag at all functions of the organization.

Other suggestions include:

- Teaching the rules of flag etiquette
- Donating patriotic books to libraries and schools
- Sponsoring patriotic essay contests for schools
- Presenting flags to schools and community groups

Some Educational and Inspirational Links:

- NFRW Americanism Page: <http://www.nfrw.org/programs/americanism.htm>
- Our Flag: http://www.pueblo.gsa.gov/cic_text/misc/ourflag/titlepage.htm
- Declaration and Constitution: <http://www.archives.gov/exhibits/charters/charters.html>
- The Patriot Post: <http://patriotpost.us/>
- The Heritage Foundation: <http://www.heritage.org/>
- Townhall.com: <http://townhall.com/>

As Americanism Chair of your club, look for ways to teach about our Nation's history and inspire patriotism in your membership.

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OUR FLAG and OCCASIONS FOR ITS DISPLAY

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstuffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

- The flag should be hoisted briskly and lowered ceremoniously.
- The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- The flag may be displayed on all days, and especially on other days proclaimed by the President, state birthdays (date of admission), state holidays and

New Year's Day	January 1
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Easter Sunday	(variable)
Mother's Day	Second Sunday in May
Armed Forces Day	Third Saturday in May
Memorial Day (half-staff until noon)	Last Monday in May
Flag Day	June 14
Independence Day	July 4
Labor Day	First Monday in September
Constitution Day	September 17
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

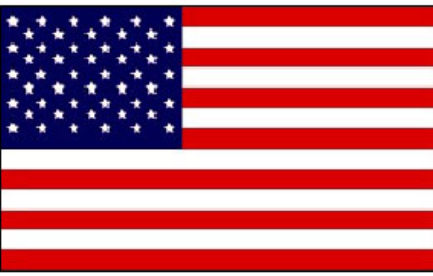
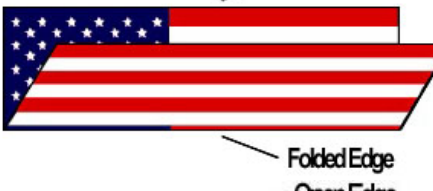
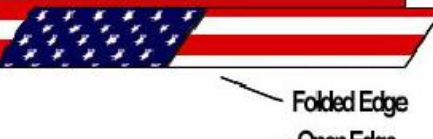
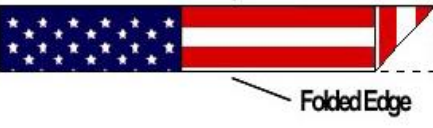



The flag should be displayed daily on or near the main administration building of every public institution.

The flag should be displayed in or near every polling place on election days.

The flag should be displayed during school days in or near every schoolhouse.

NvFRW Leadership Handbook

HOW TO FOLD THE FLAG

Start		
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		

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What Does Each Flag Fold Mean?

Folding the American flag into a triangle gives unique honor and respect to the flag. Below we explain what each of the folds mean.

The **first fold** is a symbol of life.

The **second fold** is for our belief in eternal life.

The **third fold** is made in honor and remembrance of the veteran departing rank, who gave a portion of his or her life for the defense of our country to attain peace throughout the world.

The **fourth fold** stands for our weaker nature; as American citizens trusting in God, it's to Him we turn to in times of peace as well as war for his divine guidance.

The **fifth fold** is a tribute to America. In the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right, but it is still our country, right or wrong."

The **sixth fold** is where our heart lies. It's with our flag that we pledge allegiance to the flag and the republic it stands for.

The **seventh fold** is a tribute to our armed forces. For it is the armed forces that protect our country and flag against enemies, whether they be domestic or foreign.

The **eighth fold** is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor our mother, for whom it flies on Mother's Day.

The **ninth fold** is a tribute to womanhood, for it is through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

The **tenth fold** is a tribute to father, for He has given his sons and daughters for the defense of our country since he or she was first born.

The **eleventh fold**, in the eyes of Hebrew citizens, represents the lower portion of the seal of King David and King Solomon and glorifies, in their eyes, the God of Abraham, Isaac and Jacob.

The **twelfth fold**, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son and Holy Ghost.

When the flag is completely folded, which some consider the **thirteenth fold**; the stars are uppermost, reminding us of our national motto, "In God We Trust."



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PUBLIC RELATIONS CHAIR

- You are responsible for contacting the news media and preparing press releases, which present Republicans to the public in a positive, fair, and appealing light. You alone should be the contact person to the news media. Media representatives should know that YOU are the person to contact should they have any questions. Other members of your organization contacting the media can create confusion.
- Develop a working relationship with area media representatives. Collect current names, phone numbers, and addresses as well as e-mail addresses. Establish how each media outlet/representative wants to receive press releases: e-mail, fax and mail. Keep track of their deadlines. Be professional. If you miss a deadline, don't whine; learn from it.
- To publicize your organization, its meetings and any special events, prepare press releases and distribute them to area newspapers and radio and television stations. Make follow-up phone calls to make sure your releases have been received and to answer any questions. A well-written press release should leave no questions. It's a good excuse to call and say, "Hey, remember our event!"
- Even "big city" newspapers have Community Calendars. Make sure your regular meetings always appear with the name and subject of the speaker and a contact phone number (not necessarily a name.)
- The most effective publicity for your organization will undoubtedly be newsworthy speakers. Publicize your guest speaker events well. Community involvement is also media-worthy. When your club collects clothing or shoes for needy children or volunteers to help at a hospital - publicize it. Submit pictures. The media will rarely send a photographer.
- Offer to assist editors with obtaining material necessary to write a "feature" story on interesting local or visiting Republicans.

Press Releases

- Always include Five W's: Who, What, When, Where, Why - Be informative, but brief.
- Limit your story to one page, if possible; no more than two pages, double-spaced. The chances of getting it published decrease with length. Talk with the editor if you have a really great longer story.
- Make your story as accurate and impartial as possible.
- Include your name, title, phone, fax and e-mail address as the contact person at the top left of each page.
- Use double-spacing; this form is pleasing to the eye and neat.
- Observe newspaper and magazine layouts that catch your attention.
- Photos - labeled (not written) on the back with identifying name(s) and article it is accompanying. Do not expect photos to be returned.
- Names of local people for reader recognition.
- Know media deadlines.
- Use the format they prefer: e-mail, fax, mail or hand-delivery.
- Frequent publicity is more effective than occasional large articles. A large event can

result in several different releases. Start sending short releases early and build up to the

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big event, ending with a follow-up story.

- Establish rapport with political writers and media newscasters. Get to know them. Face to face contact is always best when possible.

Some Publicity Don'ts to Keep in Mind:

- Don't try to disguise advertising as news. Nothing will get you in trouble with an editor quicker.
- Don't color the facts. Leave the flowery adjectives for poetry.
- Don't pressure an editor by flaunting your advertising.
- Don't beg, plead, wheedle, or shed tears before the editor.
- Don't argue with the editor or try to go over his head to the publisher if he rejects your story.
- Don't send your material to the wrong person. Make sure you know the right person.
- Don't rush in with a routine story five minutes before deadline. You have had plenty of time to get it in.
- Don't misspell words! Editors are too busy to spend time correcting your spelling. Make sure names are spelled correctly; an editor does not know how your members spell their names.

Flyer for Special Events

Remember that a flyer will be seen by many people who do not know anything about your organization or why the event is being publicized. Therefore, you want to make the main topic "stand out" by using larger type, bolder type, or a different typeface (readable, yet not too fancy). The order of information should be as follows:

- Name of the organization sponsoring the event (your club name)
- "Presents" or "Invites you to attend"
- Name of speaker in big bold, easily readable type
- Speaker's title OR the type of event: Leadership Workshop, Candidate Forum, Luncheon, etc.
- The names and /or titles of the participants
- Day, date and time
- Location and address
- Cost (other information about money, i.e. "cash bar," parking costs)
- Contact information including who to contact to make reservations. Be sure to include a phone number so interested people can contact someone with their questions.
- Don't forget the disclaimer! It's required on everything your club pays for.

Avoid a busy background. When using color, be sure it will reproduce clearly. You might use border paper or make your own border. A flyer should be eye-catching but not so busy that the main information is lost.

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COMMUNICATIONS CHAIR

Newsletters

YOUR NEWSLETTER IS YOUR BEST RECRUITING TOOL! Distribute it as widely as you can.

Communication is not just important but is critical to every organization. An informed membership is an interested, more responsible membership. Your club's newsletter is the best means of reaching all your members with information about your club, what it is doing and what it is planning to do. The newsletter is your tool to provide important information for participation. It will encourage old members to participate, new members to become acquainted with your programs and projects and get everyone involved.

Items Your Newsletter Should Include (In descending order of importance):

- The MOST important item--- Day, Date, Time, and Place of your next meeting, prominently placed on the first page and in the same location in each issue.
- The program for the next meeting:
- Message from the President.
- Reports from Officers and Committee Chairmen
- Calendar of events.
- List of Officers and Committee Chairmen with their telephone numbers, and items that your bylaws require be published.
- Remember the cardinal rule of reporting: **who, what, when, where and why.**

Your Newsletter Should

- Be easy and fun to read.
- Have important information in the same place each issue.
- Be published regularly.
- Be timely.
- Build morale.
- Encourage participation.
- Enhance teamwork.
- Entice new members.
- Inspire to aspire.

Your Newsletter Should NOT:

- Be filled with dull prose.
- Include articles over one page.
- Be a voice for just one person.
- Be just good news or just discouraging news.
- Be just trivia.
- Be gossipy.
- Be in such small type that a magnifying glass is required.

Remember: clubs should always include the following on their mailing lists:

- NvFRW President
- NvFRW Area Directors
- **Republican Women clubs** in your local area whose members may attend your meetings and know your members.
- Your County Republican Party headquarters.
- The Nevada Republican Party

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Use **educational articles in your newsletters** about issues facing Republicans, women, and your community. Think about selecting at least one article for each newsletter that will elevate your member's knowledge of an issue or topic that is currently in the public eye. Ask a member to do the research herself. This also serves to highlight that member as an active, informed Republican Woman.

If you publish your general meeting minutes in your newsletter, be sure to include things your club is doing, as announced at the meeting. It is a great way to let non-members and new members know how active your group is, and about the many activities of the club in addition to elections.

Format of a Newsletter

- **Typeface / Type Size:** Use an easy-to-read typeface for the body of the newsletter. Never use all capital letters for body text. Type Size: Avoid use of a type size smaller than 10 point.
- **Paper:** Consider bond (thickness) for going through mailing machine. Colored paper adds a touch of individuality to your newsletter.
- **Color of Ink:** Black is easiest to read. So always use black for the body text.
- **Mailer Box:** Print a "mailer box" in lower right corner of the outside page when folding at the top or upper right corner when folding on the bottom. It only has to be large enough to hold your address label, a stamp and your return address printed in the upper left of the box. Think about a postcard. You can use the other quarter page for brief messages.
- **Hint:** Print so the fold is at the bottom of the Mailer Box. This way the fold goes through the machine and is less likely to tear. Use a heavier bond paper such as 24 pound. As a courtesy to those whose names and phone numbers you print, arrange your layout so that names with phone numbers are not on the outside for anyone to see during its journey.
- **Secure:** You must tape or staple the open edge. (The postal service prefers tape or stickers because staples often get caught in the machinery, but so does tape!)
- **Return Address:** Print return address on your original copy so you get incorrect addresses returned along with corrections. Consider using Membership Chair for returns as she usually keeps track of address changes.
- **Bulk Mailing:** If your club is large enough to use bulk mailing, you can print a stamp-like box with your bulk number. If you are considering bulk, talk with the postal service first for exact regulations.
- **Pictures:** Especially in an urban area where few people ever get their pictures in the paper, pictures are a nice addition. But they are not necessary to a good newsletter.
- **Disclaimer:** Don't forget! Paid for by (club Name) and not authorized by any candidate or candidate committee."

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WEBSITES

The address for the Nevada Federation website is: www.nvfrw.org The site maintains links to each of the Club websites, NvFRW and Club newsletters, the National Federation website, State Party website and many other Republican related sites.

The site also offers access to all NvFRW relevant documents and information, including:

- Regent's and P.E.M. applications and information
- Re-imbusement forms and policy
- Bylaws – NvFRW and NFRW
- Leadership Handbook
- Calendar of Club meetings and other events
- Club and BOD contact and meeting information
- Standing Committee information

To keep the site up to date and pertinent, on a regular basis Committee Chairs, Presidents and general membership should submit news and photos of Club and Committee events.

If you need information in regards to creating a website for your Club, the NFRW www.nfrw.org offers the resources and assistance. Website Assistance Committee Chair Bettye Chambers can be contacted at bcnole@bellsouth.net

NFRW offers helpful information about setting up and maintaining a website:

- Develop and/or maintain a well designed website so that all members can navigate through the site and benefit from its content.
- **Most important:** Keep your site updated and note the last update on the site. Nothing is worse than outdated information on the website to tarnish your image and turn off prospective members
- Choose your address carefully. Use words, not merely initials, if you want browsers to find your site.
- Keep content general about what your club does, perhaps its history, its past and present projects.
- Do not include minutes of meetings, Treasurer's reports, or other personal information about the members.
- Be specific about the general meeting, date, time, speaker, place, but not if it's a member's home. Have those interested call for directions.
- For contact information, use the website itself to let the browser contact the organization by typing in the address. If not, use an email address rather than phone numbers.
- Include the town or area and state where your club is located. People from all over the world may see your site. Your club name alone will rarely tell your location.
- Link your website to NvFRW, NFRW, and your county party sites.

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EMAIL

Email messages can be a very effective communication tool if some care is taken in advance. Some reminders for effectiveness are listed below:

General email etiquette

- Once an email is sent, it is beyond your control. Prepare your content carefully and proofread for accuracy. Consider that it may go to non-members and elected officials as well as your members. Put on your best "public" face to attract the best response.
- Read your email before you send it! Read through the eyes of the recipient to catch possible misunderstandings and omissions. Check to see that you are sending to the *intended* recipient.
- Use a meaningful subject line to announce what you are sending. Some people will not open a message if they cannot relate to the subject line or sender.
- Be careful to include all pertinent information just as if you were sending a letter.
- Avoid "e-mail shorthand." Don't assume that everyone will understand.
- Give exact dates: "March 10," rather than "next Thursday" or "tomorrow." Specify "April" not "next month". You do not know when the message will be read.
- Do not use email to discuss confidential information. Rely on your phone.
- Set up folders to file your emails: club, NvFRW, Membership, Reservations, etc.
- When sending multiple items in a club broadcast email, state the number of messages: "Volunteer opportunities; 3 items included". Alert the reader to what is contained.
- Email is visual. Be aware how it looks to the receiver. It is more than a word message. Remember that you are conveying emotion and urgency through the printed format.
- Use a font size that is easy to read. All caps is more difficult to read and is known in the tech world as screaming.
- Set your options to retain the "thread," or chain: i.e. the email sent to you. Often you have forgotten the question you asked when the reply is returned without the previous email attached. The thread gives the details of the complete "dialogue" of the matters discussed.
- Do not over use/abuse "Reply to all." It serves a valuable function at times, but clutters everyone's mailbox when overused.
- Refrain from adding picture downloads that require the receiver to accept something into her computer before answering your message.
- Yahoo, Hotmail, AOL and similar accounts have a limited capacity to hold your email. Frequent checking and deleting messages is required to continue to receive new emails. Remind your members of this.
- Discussing sensitive items: If you are sending messages about a particular problem, keep a copy, even a paper copy of the email and any replies so you can refer back to it as you would a letter. An email is, in fact, a letter. When printing it out, be sure to print from the original email, and from the original reply. However, the best way to handle serious matters is to use a letter with signatures.
- Remember an email is not private. It can be easily forwarded on.
- If you have any doubts about your message, sleep on it and review the next day. Rested minds make wiser decisions.

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CLUB AND NvFRW COMMUNICATIONS

- Create an automatic signature with your club position and contact information. Your message may be forwarded to prospective members who wish to be in contact with you.
- Use the club name in the subject line: “NvFRW: Leadership Registration”
- Use the full name of your club in the message or at least an abbreviated version (Active RW, So Hills RW, Carson City RW, and RW Reno). When communicating across the state and with non-members, help others to “know” and not “wonder” who you are.
- Be specific when giving meeting or volunteer opportunity locations: What, Where, Who, When, and Why.
- Always include the name of your club (not initials), your name and a disclaimer if passing along political information. For example, “Paid for by Nevada Federation Republican Women (substitute your club name) and is not authorized by any candidate or candidate committee.”
- When passing along candidate materials prior to primary, clarify your position: “This material is for Information purposes and does not constitute an endorsement.”
- Know your membership: do they check email regularly, each day, only occasionally? Structure your communications to your audience. Phone calls are our best backup.
- Consider a separate email address for you club business: “BoulderCityRW@..... This is recognized as club business. Messages will come into your computer but be separated from your personal email.

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WRITING LETTERS TO THE EDITOR

The Letters-to-the-Editor feature is a fantastic vehicle to support our candidates and our issues! A thoughtful letter about your candidate or issue can reach thousands of potential voters.

Points to remember when writing to a newspaper

- Be positive. Don't whine or be emotional.
- Research your facts to verify they are accurate. Avoid statements not supported by facts, particularly emotional ones. Such statements destroy your credibility and any chance of getting published.
- Avoid a direct or emotional attack on a person or on Democrats in general. Attack ideas and issues with facts and figures. Avoid generalizations about Republicans also.
- Keep your letter to one single issue, even when writing to support or oppose a candidate's position. If you have more than one issue, write more than one letter.
- Avoid slang, curse words, and colloquialisms.
- Avoid long complicated sentences. Keep them short and to the point. Likewise, keep paragraphs short.
- Use a Thesaurus and/or dictionary to tighten and sharpen your message, but NOT to find long, obscure words. Keep it simple.
- Editors love short, factual, on-target letters!
- Send your letters to more than one newspaper, but not the exact letter. Vary it somewhat.
- In larger cities, remember the weekly neighborhood sections. They are often more likely to print longer letters.
- In smaller towns, send your letters to several surrounding small-town newspapers that are in the same legislative, congressional district.
- Also, send your letters to the daily paper in the larger town near you.
- A newspaper may not publish a letter right away if the subject is not time-sensitive, such as an idea you have about an on-going debate like health care. You can make it time-sensitive by addressing a particular point a public official has just made in the media by referring to it.
- Most newspapers accept letters via e-mail or fax these days. In fact they often prefer it.
- If you write supporting your candidate's point, send him/her a copy of the letter and the clipping.

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Political Education Memorial Fund (PEM)

Peggy Gray
1080 Lasso Way
Fernley, NV 89408
plgray1246@sbcglobal.net
Telephone: 775-575-4058

The Nevada Federation Political Education Memorial Fund was established July 7, 1989 in memory of one of our members, Dorothy Wright. The money in this fund is used to help in the political education of our members by assisting them, through grants, with registration fees or transportation costs (mileage or airfare) associated with the following NvFRW meetings, without which they would be unable to attend:

1. Board Meetings
2. Biennial Conventions
3. Leadership Training Classes
4. Campaign School

The money in this fund is derived from donations received from our members in any of the following ways:

1. Money collected at each board meeting and convention
2. Clubs can collect birthday dollars or other donations at their meetings for PEM and/or donate \$100 per year
3. Memorial donations in honor of a member, friend, or family member
4. A bequest in your will

We have a Memorial Notebook and each time a memorial donation of \$25 or more is received a new page is added and a thank you note mailed to the club or individual and an acknowledgement is sent to the family of the deceased. When making a donation, mail checks made payable to NvFRW (PEM) to the PEM chair, and be sure to include:

1. Name of deceased person
2. Name and address of the family for notification
3. Name of club or person making the donation

It would be extremely helpful if all club presidents announced the existence of the fund periodically to their members. A small article in a club newsletter is also recommended.

If you have any questions, do not hesitate to call or e-mail me.

Guidelines - Political Education Memorial Fund Grant:

1. PEM grants are allowed only for transportation cost assistance or registration fees. Transportation is limited to either a maximum of \$225 for air travel or mileage at the prevailing IRS business rate, whichever is less.
2. All applications must be postmarked (if sent by postal service) or emailed with a date no later than 10 days prior to the event chosen.
3. Funds will be disbursed upon applicant's attendance at the selected function.
4. All applications must be co-signed by the applicant's club president.
5. No one may receive more than one grant per year nor no more than two grants within a four-year period.
6. If multiple applications are received for a specific event, priority will be given to applicants who are not receiving any financial assistance from their club.
7. Any applicant receiving assistance from her club for transportation may only receive a PEM grant for registration and vice versa.
8. Grants awarded are dependent upon PEM funds being available.

Revised 4-24-18

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POLITICAL EDUCATION MEMORIAL FUND (PEM)

GRANT REQUEST FORM

(To be completed and signed by the applicant)

Name of Applicant: _____

Applicant Address: _____

Phone #: _____ FAX: _____

Email: _____

Name of club: _____

Name of club President: _____

Check the NvFRW function club member will be attending:

- Board Meeting
- Convention
- Leadership Training Class
- Campaign Management School

NvFRW member needs financial assistance for (check one): _____ Transportation _____ Registration

Amount being requested: \$ _____

Are you receiving any financial assistance from your club? _____ yes _____ no

If yes, list amount: \$ _____ for Transportation and/or \$ _____ for Registration

All applications must be postmarked or emailed no later than 10 days prior to the event chosen. Funds will be disbursed upon applicant's attendance at selected function.

Applicant's Signature Date

Club President's Signature Date

Send completed form to:

Barb Hawn
PEM Chairman
5283 Simons Drive
Reno, NV 89523
bbmhawn@gmail.com

Revised 8/1/2022

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OFFICER INSTALLATION CEREMONY

Installing Officer: “Before we begin, I want you all to know that I consider it a great honor and privilege to be here as I install your new officers for the coming year. First, I would like to thank all of the outgoing officers for their efforts on behalf of the club during this past term. Thank you for your service to [CLUB NAME], the Nevada Federation of Republican Women and the National Federation of Republican Women.”
(Allow time for applause)

Installing Officer: “Now would the new officers please come forward.” (Allow time for officers to assemble)

NOTE: Line up left to right; Treasurer, Recording Secretary, 2nd Vice President, 1st Vice President and President will be last to be installed and closest to Installing Officer.

Installing Officer: “All of you have assumed a great responsibility to your members. You are the life blood of the Republican Party and it will be through you that we are able to elect Republicans to office. You are our local leaders and all eyes will be on you. I know that you will give your best and as you guide your club, remember the basic policies of the Federation to educate Republican women; promote goodwill, harmony and understanding among all Republican organizations; and encourage women to take an active role in local, county, state and national politics.”

YELLOW (ribbon or candle)

“[NAME OF NEW TREASURER], you are the Treasurer of [CLUB NAME]. You must administer the funds according to the will of the members and render an account of all transactions. The yellow ribbon (or candle) symbolizes the patience and attention to detail with which you will perform your duties.”

RED (ribbon or candle)

“[NAME OF NEW RECORDING SECRETARY], as the Recording Secretary, you must attend all meetings and keep accurate records. Care and accuracy are your tasks and they are signified by the red ribbon (or candle). Your records will be kept as long as [CLUB NAME] exists.”

PURPLE (ribbon or candle)

“[NAME OF NEW 2nd VICE PRESIDENT], as 2nd Vice President, your job is represented by the color purple. Your task is bringing new members into [CLUB NAME] and keeping accurate membership records and reporting this information to the state federation as required.”

BLUE (ribbon or candle)

“[NAME OF NEW 1st VICE PRESIDENT], as 1st Vice President, the blue ribbon symbolizes your devotion to duty. Your foremost job is to assist the president whenever called upon. You will assume the duties and the responsibilities of the president in her absence. You will be responsible for the programs which will educate your members in the work of the Federation and the Republican Party.”

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WHITE (ribbon or candle)

“[NAME OF NEW PRESIDENT], the white ribbon/candle designates the highest honor this organization can bestow. As President you must point the way and wisely guide the course of this club. Be ever attentive to the political needs of your club and your community. Always remember that white means safety, purity, and cleanliness. This ribbon/candle represents a successful beginning. Blend your colors wisely, molding your club into a smooth-running organization.”

Then face the board and say the following:

“Would the new board please raise your right hand and repeat after me?

I solemnly swear /
To live up to the provisions of the governing laws /
Of the Nevada Federation of Republican Women and the National Federation of
Republican Women /
And to the by-laws of [NAME OF CLUB] /
And to discharge all duties incumbent to my office /
To the best of my ability.

TURN AROUND AND FACE MEMBERSHIP:

Your newly elected officers are about to enter into their respective duties. They are assuming leadership roles not only within [NAME OF CLUB] but in the Nevada Federation of Republican Women and in the National Federation of Republican Women as well as in the Republican party.

Ladies and gentlemen, it is my pleasure to present to you the newly elected officers of [NAME OF CLUB]. CONGRATULATIONS!”

NOTE: This installation ceremony is only a guide. Feel free to customize this ceremony to fit your club's needs. You may have more than five officers or fewer than five. Make it your own.

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EXECUTIVE BOARD 2022-2024

<u>President</u> Caroline Smith carolinenvfrw@gmail.com	<u>Northern Director</u> Maxine Rodowiz max36x@yahoo.com
<u>1st Vice President/Programs</u> Melissa Blundo melissablundo@outlook.com	<u>Southern Director</u> Trudi Dailey kealalani2001@cox.net
<u>2nd Vice President/Membership</u> Nicol Herris nicollea@me.com	<u>Nominating Committee Chair</u> Stephani Hashimura hash7290@sbcglobal.net
<u>Secretary</u> Kathy Doyle kathynvfrw@gmail.com	<u>Immediate Past President</u> Janet Frexias freixas2@charter.net
<u>Treasurer</u> Barbara Kirk bkirkcharter@yahoo.com	

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BOARD OF DIRECTORS 2022

Appointed Chairs

Corresponding Secretary – Kathy Doyle 415-823-1755 kathynvfrw@gmail.com	Parliamentarian – Connie Skidmore 775-831-6289 cwskid@att.net
Chaplain (North) – Cher Daniels 775-224-2262 cherdanielsgop@yahoo.com Chaplain (South) - Kristene Fisher 702-580-9982 kristene.fisher@yahoo.com	General Counsel –
Historian –	Sergeant-at-Arms – Cher Daniels 775-224-2262 cherdanielsgop@yahoo.com

Standing Committee Chairs

Achievement Awards – Kate Vineyard 408-835-9101 kate64great@gmail.com	Fundraising – Ricci Rodriguez-Elkins 775-240-5143 relkins@kw.com Vice-Chair – Anjanette (A.J. Milham) milham@sbcglobal.net
Americanism – Lei Roberts 702-858-4508 robertslia@aol.com Vice-Chair – Joan Shoop 775-852-3453 kjshoop@sbcglobal.net	Leadership – Phyllis Westrup 714-396-3930 phyllis.westrup@gmail.com Vice-Chair – Cher Daniels 775-224-2262 cherdanielsgop@yahoo.com
Boutique - Brenda Robertson 775-721-2469 bjr463@charter.net	Legislative – Yolanda Knaak 775-400-0824 yolanda7777@rocketmail.com
Budget & Finance – Claudia Fisher 408-672-4350 claudiafisher13@outlook.com	Literacy & Education – Lia Roberts 702-858-4508 robertslia@aol.com Vice-Chair – Doni Webber 775-830-5350 doniwebber@yahoo.com
Bylaws – Barb Hawn 775-250-4296 bbmhawn@gmail.com	Newsletter – Anita Kornoff 775-782-9642 museummatters1@gmail.com
Campaign – Kerry Ferguson kkferg2588@gmail.com	Political Ed Memorial (PEM) – Barb Hawn 775-250-4296 bbmhawn@gmail.com
Candidate Recruitment – Heather Stamer 702-743-0381 ladyunderthesea@aol.com	Public Relations – Nickie Diersen 702-592-8579 ndiersen@cox.net

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Caring for America – Joan Shoop 775-852-3453 kjshoop@sbcglobal.net	Regents - North: Cindy Sassenrath 707-621-2009 escapella@gmail.com South – Mary Beganyi 702-281-6091 mbbeganyi@cos.net
E-Communications – Barb Hawn 775-250-4296 bbmhawn@gmail.com	

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NvFRW CLUBS and OFFICERS - 2022

Active Republican Women of Las Vegas (#44000170) 3 rd Thursday 5:30 p.m. Red Rock Country Club, 2250 Red Springs Dr., LV 89135 (702) 304-5600. Email: arwlvnv@gmail.com Website: https://www.arwlv.org/ Facebook: ARW Las Vegas Twitter: @ARWLV	
President: Christina Cimino 818-348-3988 president@arwlv.org	Secretary: Brenda Flank mspeanut@msn.com
1st VP: Lola Choate 702-612-0991 lchoate65@gmail.com	Treasurer: Pricilla Campbell 702-656-1693 cillajeff97@gmail.com
2nd VP: Anjanette Bixel 650-515-5950 anjanette.bixel@exprealty.com	

Battle Born Republican Women 2 nd Thursday Doors open at 5:30 p.m.; Meeting starts at 6:00 p.m. Red Rock Country Club, 2250 Red Springs Dr., Las Vegas NV Email: battlebornrepublicanwomen@gmail.com Face book: Battle Born Republican Women of Southern Nevada Temporary Mailing Address: 2932 Sunstone St., Las Vegas, NV 89128	
President: Jill Douglass 702-497-3352 jdbbrweagles@gmail.com	Secretary: Bernadette Anthony 702-218-3753 bernadetta.anthony@gmail.com
1st VP: Michele Barnes 702-493-1898 mbarnes710@yahoo.com	Treasurer: Bridget Wong 702-595-0884 bling@4securemail.com
2nd VP: Mary Nobriga 650-347-3622 nobri6@aol.com	

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Boulder City Republican Women (#44000281)

3rd Thursday, 11 a.m. to 1 p.m. (Dark July and August)
 Chilly Jilly'z, 1680 Boulder City Pkwy. Boulder City NV.
 (702) 393-1228 email: bcgop@yahoo.com
 Website: www.bcrwnv.com
 Facebook: Boulder City Republican Women

President: Jennifer Tuggle

702-521-0193
teddytugg@aol.com

Treasurer: Rebecca Collett

702-524-3976
rccollett@hotmail.com

1st VP: Barbara Jepperson

702-278-4746
bcjtraining@gmail.com

Recording Secretary: Hedy Petroselli

702-454-0086
hpetroselli5@gmail.com

2nd VP: Denise Ashurst

702-858-0434
porideipurity@gmail.com

Corresponding Secretary: Linda Graham

702-278-6603
lindaioygraham@yahoo.com

Carson City Republican Women (#44000351)

3rd Tuesday, 11:00 a.m.
 Casino Fandango, 3800 S Carson St, Carson City, NV. 89701
 Club Mailing Address: P. O. Box 1181, Carson City, NV 89702-1181
 Website: www.ccrwclub.com
 Facebook: Carson City Republican Women's Club

President: JoAnn Mathis

530-227-4080
hjmathis7@charter.net

Secretary: Barbara Wickman

barbara.wickman@yahoo.com

1st VP: Susan Ruch

775-351-3917
susanruch@outlook.com

Treasurer: Linda Denton

775-720-8816
lldento@yahoo.com

2nd VP: Beverley Collins

408-802-7306
hairportnews@icloud.com

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Churchill Republican Women (#44000119)

3rd Thursday, Noon (except January and February 2022 which will be at 3:00 p.m.)
 Main Street Café, 810 S. Main St., Fallon, NV
 Club Mailing Address: CRW c/o Lynne Hartung, 338 Diana Way, Fallon, NV 89406
 Facebook: Churchill Republican Women

President: Leanna Carey 208-358-2487 progressiverancher@gmail.com	Secretary: Kathleen Openshaw 775-426-1196 kbopenshal@gmail.com
1st Vice President: Cher Daniels 775-224-2262 cherdanielsgop@yahoo.com	Treasurer: Mary Arthur Marthur4106@gmail.com
2nd Vice President:	

Douglas County Republican Women (#44000461)

1st Wed., 11:30 a.m.
 Carson Valley Inn, Minden
 Club Mailing Address: P. O. Box 1214, Minden, NV 89423
 Website: www.dcrwnevada.com
 Facebook:

President: Brenda Robertson 775-721-2469 bjr463@charter.net	Secretary: Debbie Cutshaw 775-265-1753 debbie.cutshaw@frontier.com
1st VP: Maxine Rodowicz 775-600-5759 max36x@yahoo.com	Treasurer: Linda Colavechio 775-782-5338 lrcal1@aol.com
2nd VP: Maureen Karas 702-461-9492 mmkaras@yahoo.com	

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Fernley Republican Women – (#44002406)

3rd Tuesday of each month, light dinner at 6 p.m., meeting begins at 6:30 p.m.
 Fernley High School Library
 1300 Highway 95A
 Club Mailing Address: P.O. Box 412, Fernley, NV 89408
 Website: www.Fernleyrepublicanwomen.com
 Facebook: Fernley Republican Women

President: Vida Keller 775-691-0173 vidakeller@gmail.com	Recording Secretary: Carol Franich 775-530-3144 cdfranich@gmail.com
1st VP: Lorrie Olson 775-830-8933 llfolson3@yahoo.com	Treasurer: Peggy Gray 775-575-4058 plgray1246@sbcglobal.net
2nd VP: Candace McCarthy 661-810-2666 candace.mpcstore@gmail.com	

Incline Village Crystal Bay RW (#44000665)

2nd Tuesday, 11:30 a. m.
 Chateau in Incline Village Mailing Address:
 P. O. Box 3009, Incline Village, NV 89450
 Website: www.ivcbrw.org

President: Cretia Eyster 415-515-1883 cretiaeyster@earthlink.net	Secretary: Sandra Beretta 775-832--865 sandraberetta@gmail.com
1st VP: Anne Marie Williams 540-815-3841 annemarie.williamspharmlobbyist@gamil.com	Treasurer: Susan Calfa 914-774-4202 susancalfa@gmail.com
2nd VP: Nancy Carlson 650-255-1435 nmcarlson@yahoo.com	

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<p>Mesquite Republican Women (#44000755) 2nd Wednesday, 5:30 p.m. (doors open at 5:00 p.m.) Mesquite Veterans Center, 840 Hafen Lane, Mesquite, NV 89027 Club Mailing Address: P.O. Box 184, Mesquite, NV 89024 Website: www.mesquitenvrepublicanwomen.org Facebook: MesquiteRepublicans</p>	
<p>President: Sue Smith 858-254-1214 swtinsd@gmail.com</p>	<p>Secretary: Patricia (Patty) Shelato 720-271-6578 pshelato@comcast.net</p>
<p>1st VP: Elizabeth (Lizz) Wells 570-236-0001 ewells1025@msn.com</p>	<p>Treasurer: Carol Shepherd 702-346-8750 desertgal@reagan.com</p>
<p>2nd VP: Susan (Sue) Zarubin 530-966-5363 hrbsue@yahoo.com</p>	

<p>Mt. Rose Republican Women (#4402203) Last Wednesday, Dinner Meeting 5:30 p.m. Tamarck Junction Casino, 13101 S. Virginia St. Reno Club Mailing Address: P.O. Box 18446, Reno NV 89521 Website: www.southrenorepublicans.com Facebook: Mt. Rose Republican Women's Club</p>	
<p>President: Patty Miller 775-276-3214 pkmiller@gmail.com</p>	<p>Secretary: Elaine Grimes 775-626-0708 egrimes@grimesonline.com</p>
<p>1st VP: Desiree Moreno 775-225-1125 desireemoreno40@yahoo.com</p>	<p>Treasurer: Dawn Detton 775-745-0297 dawnzdetton@gmail.com</p>
<p>2nd VP: Ann DeMartini 209-918-7516 anneycd1@gmail.com</p>	

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<p>Ormsby Republican Women 3rd Wednesday, Social 5:30 pm, Meeting 6:00-7pm, 4760 Casino Fandango Craft 55 Banquet Room, 3800 S Carson St, Carson City, NV 89701 Email OrmsbyRepublicanWomensClub@gmail.com Website: OrmsbyRepublicanWomensClub.org</p>	
<p>President: Christine Brandon 775-315-1046 christineabrandon@gmail.com</p>	<p>Secretary: Angela Dean stingray13485@sbcglobal.net</p>
<p>1st VP: Mary Perkins wyperkl@charter.net</p>	<p>Treasurer: Jaki Wolfen 775-315-8387 wjakilyn@yahoo.com</p>
<p>2nd VP: Sherese Combos sherese@gmail.com</p>	

<p>Pahrump Valley Republican Women (#44001281) 2nd Monday, 6:00 PM, 4760 Pahrump Valley Blvd., Suites 9-10, Pahrump NV Club Mailing Address: P.O. Box 21, Pahrump, NV 89041 Website: Facebook: Pahrump Valley Republican Women</p>	
<p>President: Stephani Hashimura 909-229-2693 hash7290@sbcglobal.net</p>	<p>Secretary: Vicki Gladsjo 425-306-1030 vickigladsjo40@gmail.com</p>
<p>1st VP: Melissa Blundo 702-817-6052 melissablundo@outlook.com</p>	<p>Treasurer: Rose Colbion 775-209-8794 rcolbion53@gmail.com</p>
<p>2nd VP: Debra Gaylord-Thomas 530-216-0529 snocrestsibes@yahoo.com</p>	

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Republican Women of Las Vegas (#44001447) 3rd Wednesday, 11:00 a.m. Maggiano's, Fashion Show Mall, 3200 Las Vegas Blvd South # 2144 Las Vegas, NV Club Mailing Address: 12127 High Country Lane, Las Vegas, NV, 89138 Website: www.rwlv.org Facebook: Republican Women of Las Vegas	
President: Missy Day 702-493-2611 missy@missyday.com	Secretary:
1st VP: Edie Nunes enunes3194@gmail.com	Treasurer: Nancy Franzen nancy@garyfranzen.com
2nd VP: Jill Branson jill@jillbranson.com	

Republican Women of Reno (#44001550) 2nd Thursday, 11:30 a.m. Atlantis Casino, 3800 S. Virginia Ave., Reno, NV 89502 Club Mailing Address: PO Box 21292, Reno NV 89515 Website: www.rwreno.org Facebook: Republican Women of Reno	
President: Nicol Herris 775-300-3763 nicollea@me.com	Recording Secretary: Jane Krider 707-386-0597 jjrider@comcast.net
1st VP: Bev Stenehjem 408-705-6537 bevstenehjem@gmail.com	Treasurer: Cindy Sassenrath 707-621-2009 escapella@gmail.com
2nd VP: Kate Vineyard 408-835-9109 kate64great@gmail.com	

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Silver State Republican Women	
President: Barb Hawn 775-250-4296 bbmhawn@gmail.com	Recording Secretary: Andy Barnes 702-379-5061 abarnes0151@gmail.com
1st VP: Lindy Leonard 775-901-1172 lindyleonard@charter.net	Treasurer:

Southern Hills Republican Women (#44002305) 4th Tuesday, 11:00 a.m. social, 11:30 meeting Sun City MacDonald Ranch Clubhouse@Desert Willows Golf Course 2020 W. Horizon Ridge Pkwy., Henderson, NV 89012 Club Mailing Address: 2505 Anthem Village Dr., Suite E-223, Henderson, NV 89052 Website: http://shrwhendersonrepublicanwomen.com Facebook: SHRW Henderson/Southern Hills Republican Women Twitter: @southernhillsw	
President: Heather Stamer 702-743-0381 ladyunderthesea@aol.com	Recording Secretary: Laura Harbison 702-321-2888 firstladyofrealestate@gmail.com
1st VP: Nickie Diersen 702-592-8579 ndiersen@cox.net	Treasurer: Virginia Finnegan 702-270-0425 virginiafave@cox.net
2nd VP: Julia Davis 702-544-2321 shrwmembership@outlook.com	Events Director: Lynn Sherlock 860-227-2397 shrwreservations2020@gmail.com

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Sparks Republican Women's (#44002506) 3 rd Tuesday, 5:30 -8 p.m., Red Hawk Event Center, 6600 N. Wingfield Pkwy., Sparks, NV Club Mailing Address: PO Box 50354, Sparks, NV 89435 Website: www . Error! Hyperlink reference not valid. Facebook: Sparks Republican Women Twitter: @sohillsrw	
President: Elizabeth Parsons-Lenz 775-203-7122 srw.eplenz@gmail.com	Secretary: Melodie Mallory Solton 775-214-6753 srw.melodiesolton@yahoo.com
1st VP: Ricci Rodriguez-Elkins 775-240-5143 relkins@kw.com	Treasurer: Mary Beth Reames 408-858-8439 reamarybeth89@gmail.com
2nd VP: Jan Gould 775-232-0202 gould22256@gmail.com	

Spring Mountain Republican Women (#44001895) 4 th Thursday, 11:30 a.m., Suncoast Casino, 9090 Alta Dr., Las Vegas NV (Dark in July and August) Club Mailing Address: 3109 Lotus Hill Dr., Las Vegas, NV 89134 Website: https://springmountainrw.com Facebook: SMRW-Spring Mountain Republican Women	
President: Joanna Gorman 702-275-4286 ljpgorman@gmail.com	Secretary: Linda King 713-906-3062 kinglindaragsdale@gmail.com
1st VP: Cindy Coletti 702-378-8915 cindycoletti@yahoo.com	Treasurer: Effie Herman 702-677-5661 eherman2102@aol.com
2nd VP: Linda Powers 702-497-0291 lindap.nv@gmail.com	

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Washoe Republican Women (#44002609) 3rd Wednesday, 11:30 am, Atlantis Casino, 3800 S. Virginia Ave., Reno, NV 89502 NV Club Mailing Address: WRW, 3495 Lakeside Drive #84, Reno, NV 89509 Website: www.washoerepublicanwomen.com Facebook: WRW - Washoe Republican Women	
President: Glenda Gilmore 707-249-3076 ggilmore44@gmail.com	Secretary: Stephanie Hanzlik 760-614-0156 sthanzlik@gmail.com
1st VP: Kim Bacchus 775-530-8185 kimbacchus@gmail.com	Treasurer: Diane Todd 775-229-5543 ccnm8801@yahoo.com
2nd VP: Day Younker 775-338-0150 daymyyounker@gmail.com	

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NvFRW CLUB MEETING DAYS AND TIMES

Monday:	2 nd	Pahrump Valley – 6:00 pm
Tuesday:	2 nd	Incline Village Crystal Bay – 11:30 am
	3 rd	Carson City – 11:00 am
	3 rd	Fernley – 6:30 pm
	3 rd	Sparks – 5:30pm
	4 th	Southern Hills – 11:00 am
	4 th	Churchill Republican Women – 5:30 p.m.
Wednesday:	1 st	Douglas County – 11:30 am
	2 nd	Sierra Nevada – Noon
	2 nd	Mesquite – 5:00 pm
	3 rd	Republican Women of Las Vegas – 11:00 am
	3 rd	Washoe – 11:30 am
	3 rd	Ormsby – 5:30i
	Last	Mt. Rose – 5:30 pm
Thursday:	2 nd	Battle Born – 5:30 pm
	2 nd	Republican Women of Reno – 11:30 am
	3 rd	Boulder City – 11:00 am
	3 rd	Churchill - Noon
	3 rd	Active – 5:30 pm
	4 th	Spring Mountain – 11:00 am

EXECUTIVE BOARD PROFILES

CAROLINE SMITH - PRESIDENT



I grew up in a small town outside of New Orleans where Mardi-Gras reigned and the Vieux Carre's distinctive mixture of French and Spanish architecture and culture permeated the lifeblood of the people. From an early age, I was imbued with southern hospitality, a love of jazz, and a penchant for good ole southern food. My English, French, and Spanish roots reflected the vibrant history of southeastern Louisiana and have endowed me with fervent respect and awe of the framers of our Constitution and what we need to do to preserve the values inculcated in that great doctrine.

I moved to Nevada in 1997 to visit my uncle who was a Viet Nam fighter pilot, not knowing that I would instantly fall in love with this wonderful and intriguing state. Coming from a politically oriented family with staunch conservative values, it wasn't long before I planted my flag with the Mount Rose Republican Women's club and never turned back. From there, my enthusiasm and love of state and country propelled me to various positions of leadership, such as:

National Federation Republican Women's Membership Committee Chair, 2018-2020
NvFRW 1st and 2nd Vice President, 2015-2021
NvFRW Fund Raiser Chair, 2013
Delegate Republican Presidential National Convention, 2016 and 2020
Republican Electoral College Delegate, 2016
Precinct Captain, Caucus Precinct Chair, and Neighborhood Team Leader, 2012-2020 Delegate to both Nevada Republican County and State Conventions, 2012-2021
Nevada Delegate to NFRW National Conventions 2015, 2017, 2019, 2021
Recipient National Federation Republican Volunteer Award-2019
Secretary, Mt. Rose Republican Women's Club, 2015-2021
Washoe County and Nevada Republican State Central Committee member 2012-2021 Washoe County Republican Platform Committee, 2020
Nevada Republican Assembly Caucus Candidate Coordinator, 2014
NvFRW State Bylaws Committee Member, 2021
Mt. Rose Republican Women Campaign and Bylaws Committee Chair, 2020-2021 Nevada State GOP Platform Committee Member, 2020

I am honored and sincerely proud to have been elected as your next NvFRW President for the 2022- 2024 term. I look forward to accomplishing my pledge to enact an energetic and robust agenda of objectives and to put us in the vanguard of the efforts in the upcoming elections to recruit and elect more Republicans at the local, state, and national levels. My motto is and will always be "NEVER GIVE UP."

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MELISSA BLUNDO - 1ST VICE PRESIDENT, PROGRAMS

NICOL HERRIS - 2ND VICE PRESIDENT, MEMBERSHIP



Nicôl Herris's parents immigrated from China and met one another in the US, where they got married and settled in New York. Nicôl was born in New York City, the oldest of four children. When she was five her parents relocated to Sacramento, where her father worked as an engineer for Aerojet General. In 1962 at age eight her parents sent her to Hong Kong to live with her maternal grandparents and their extended family for four years to learn the Chinese language and culture. In 1967 her family moved to Cupertino, California where she attended Homestead High School. In high school she was active in student activities and was the first female to run for student body president. She went to San Jose

State University, where she graduated with a degree in business in 1975. In 1979 she was the first person of Chinese descent to run for Cupertino City Council.

Nicôl has founded several businesses, including co-founding a bank, and obtained her real estate license in 1976. She has served as a director on the boards of more than 20 business and service organizations. She is a former president of the Cupertino Chamber of Commerce and was honored as Citizen of the Year in Cupertino for 1990. She was president of Quota International in 2004–2005. She has done extensive fund-raising for local service organizations and is a frequent guest speaker and a certified Life Coach.

She and her husband moved to Reno, Nevada in 2016 and she joined RWR in 2018.

- 2nd Vice-President of Nevada Federated Republican Women 2022–2024.
- NvFRW Nominations Committee member 2021.
- NvFRW Bylaws Committee member 2021.
- President of Republican Women of Reno 2022–2023.
- Republican Women of Reno (RWR) 2nd Vice President-2019–2020: Developed membership programs increasing membership from 86 to 265. RWR won 1st Place in Membership Recruitment and Growth.
- RWR-Chair of Political Affairs and Activities-2020–2021: Created Trump's Corners during the campaign, established a Speaker's Bureau with speaker's, such as Sheriff Mack, James Taylor and Scott Presler.
- RWR-Chair of Legislative and Advocacy Committee-2021: Created RWR Brigades such as Election Integrity, Education, 2nd Amendment, Legislative, County Commission, Veterans, and Communications.
- RWR Bylaws Committee member, 2020–2021.
- Nevada Republican Party State Central Committee Member.
- Washoe County Central Committee Member.
- Recognized for leadership abilities with numerous committee citations and awards.
- Worked on multiple political campaigns

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KATHY DOYLE – SECRETARY



I was raised in America's Heartland, Oklahoma, where I acquired my patriotic and conservative values in a community with a strong work ethic. After graduating from Oklahoma State University I had a career with the U.S. Department of State Diplomatic Service in Washington, D.C. There I was fortunate to have overseas assignments at the U.S. Embassy in Rome, Brussels, and Paris.

I retired from government service in 1997 and moved to San Francisco where I worked as office manager for several small financial services companies. While there I got married and became an active member of the Marin County Republican Women and the Tea Party movement. My husband and I moved to Reno in 2013 to escape the craziness of California. Within a month, I joined the Republican Women of Reno and my life has never been the same since!

My activities have included:

RWR 2nd Vice-President, 2015-2016

RWR President, 2018-2019

RWR e-Communications Chair, Achievement Awards Chair, Historian, and Chaplain

Current Activities:

Washoe County Republican Party Executive Committee Member, 2020-2022

Washoe County Republican Party Central Committee Member – Current

Nevada GOP Central Committee Member – Current

NvFRW Bylaws Chair, 2016-2017

NvFRW Secretary, 2020-2021

I believe that serving the Republican Party is the path that the Lord has chosen for me post-retirement, and I am so honored to be able to continue on as your NvFRW Secretary. I am excited to work with the new team of officers and together with all our wonderful clubs we will make this a strong and effective State Federation.

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BARBARA KIRK - TREASURER



Barbara Kirk is the custodian of the NvFRW funds and is responsible for the appropriate financial reporting. This includes the allocation and depositing of all funds. She has been a member of the Republican Women of Reno for over 15 years and has held leadership positions at the club, PAC, and state levels.

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Barbara retired as the Corporate Controller of a medium-sized specialty retail corporation and has been involved in the political arena for over 10 years. She is purposeful and believes strongly in a leadership style that includes communication and collaboration.

Goals have been and will continue to be developed over the next two years, but it will take the input and dedication of the NvFRW membership to accomplish them.



MAXINE RODOWICZ - NORTHERN DIRECTOR

I joined Sacramento Republican Women in Dec 2009 after retiring for the USPS. I moved to Nevada in June 2015 and joined Douglas Country Republican Women.

Positions held:
Newsletter Editor
2nd VP
Treasurer
1st VP

I'm looking forward to stepping into the role of Northern Director.

TRUDI DAILEY - SOUTHERN DIRECTOR



Before moving to Nevada in 2004, I grew up in Pennsylvania where I worked for Boeing Computer Center! Later I moved to New Jersey where I worked in gaming, for The Trump Organization at Trump Castle Casino.

At the time I was a quiet Republican voter, now I am a loud and proud Battleborn fighter, speaking out to turn Nevada Red! Keeping busy with voter registration, phone calls, visiting neighbors to distribute yard signs and encouraging them to vote!

I encourage everyone to volunteer because, I believe, that together WE WILL TURN NEVADA RED!

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STEPHANI HASHIMURA - NOMINATING COMMITTEE CHAIR



I was born, raised, and educated in Germany and married my husband in 1975 while he was stationed in Germany. We moved to different duty stations in the U.S., Germany, Korea, and Germany again before his retirement from active duty.

We lived in California for 24 years, until 2019, when he retired from his job, and we moved to Pahrump, NV.

During our life in California, I got involved in the Federation of Republican Women. I became a club President, and was the club Parliamentarian until our departure from CA. During that time, I also served as a CA Federation Sargent at Arms, Timekeeper, and different levels of the organization as needed.

My wish is to serve at the board of a united and flourishing Nevada Federation that stands firm in the belief that great things are ahead for our organization.

JANET FREIXAS - IMMEDIATE PAST PRESIDENT



Janet has been an active member of the Federation for over 14 years. She served as President of Douglas County Republican Women for four years, Recording Secretary of Sierra Nevada Republican Women for two years and Recording Secretary for Nevada Federation of Republican Women for five years. In addition, she has served as Corresponding Secretary and Americanism Chair for NvFRW and was a member of the Americanism Committee for the National Federation of Republican Women.

Janet is a member of the Douglas County Central Committee and the Nevada GOP. She serves on the Credentials Committee and now, as President of the NvFRW, she has a seat on their Executive Board. Janet, her husband Bill and two daughters moved to Minden in June of 1996.