

June 1, 2021

Dear PVRW Members,

According to the Bylaws of Palo Verde Republican Women which are found on the PVRW website, officers for the Club are elected every two years and shall serve a term of two years. The Nominating Committee is accepting applications for the 2022-2023 term of office for the following offices:

- President
- First Vice President
- Second Vice President
- Third Vice President
- Secretary
- Treasurer

Officers' terms of office will begin January 1, 2022.

Please send completed APPLICATION FOR CONSIDERATION form (last 2 pages of this document) to Ellie Otto by June 30, 2021.

The Nominating Committee will meet with each candidate over the summer months, concluding these meetings by September 1. All meetings are confidential.

Thank you for your interest in applying for these leadership positions.

The Nominating Committee  
Ellie Otto, Chairman  
Rachel Bauer  
Valerie Mylowe  
Charmaine Roth  
Jan Stephenson

## **PVRW EXECUTIVE COMMITTEE ROLE DESCRIPTIONS**

### **The President shall:**

- Call and preside over all general membership meetings, the Board of Directors (BOD) and the Executive Committee (EC).
- Represent the organization or designate a representative in her absence to represent PVRW at all AzFRW State Meetings and Conventions.
- Make committee appointments as necessary to conduct the business of PVRW, except the Nominating Committee, subject to the approval of the BOD.
- Present to the BOD for approval at her first meeting of her term of office her vision for the upcoming term, which will include expectations for standing/special committees.
- Make available to the membership a copy of the annual budget.
- Be an ex-officio member of all committees except the Nominating Committee.
- Must approve all materials prior to being printed or distributed in PVRW's name.
- Be a signatory to all PVRW financial accounts.
- Appoint the Budget Committee in November, except for when a change of Treasurer has occurred, at which time a review of the books will be done.
- Accept the written resignation of any member wanting to resign an elected or appointed position, chairmanship or PVRW membership

### **The First Vice President shall:**

- Serve as Program Chair.
- Invite only registered Republicans to speak.
- Be prepared to perform the duties of the President in her absence.
- Perform other duties as assigned by the President.

### **The Second Vice President shall:**

- Serve as Membership Chair.
- Maintain a current roster of members of PVRW.
- Have a working knowledge of Excel, Word, Constant Contact, PVRW Website, and Square.
- Perform other duties as assigned by the President.

### **The Third Vice President shall:**

- Serve as Community Service Chair.
- Perform other duties as assigned by the President.

### **The Secretary shall:**

- Keep the minutes of all meetings of the PVRW Board of Directors and Executive Committee meetings.
- Provide a copy of each record to the President not later than fifteen (15 days) after each meeting.
- Keep a current inventory of PVRW property.
- Maintain a file of all PVRW records.
- Conduct all correspondence on behalf of the PVRW with approval of the President.
- Perform other duties as assigned by the President.

## **PVRW EXECUTIVE COMMITTEE ROLE DESCRIPTIONS (cont.)**

### **The Treasurer shall:**

- Be custodian of all PVRW funds which includes collecting and depositing funds in a timely manner into a financial institution approved by the Executive Committee (EC).
- Be a signatory to all PVRW financial accounts.
- Disburse funds as incorporated in the approved budget and as directed by the (EC).
- Submit unbudgeted expenditures to the Board of Directors (BOD) with the monthly report.
- Prepare and submit written financial report(s) at BOD meetings.
- Submit per capita dues annual NFRW and AzFRW service fees, and reports as required to the AzFRW in accordance with deadline dates set by the AzFRW and NFRW.
- Submit complete financial records to the Budget Committee for the annual review.
- Comply with all IRS and State reporting requirements.
- Have a working knowledge of computers/technology/Excel, Square Register, PayPal as well as Quick Books
- Perform other duties as assigned by the President



**EXECUTIVE COMMITTEE**  
APPLICATION FOR CONSIDERATION FORM

Terms of Office for these positions are **January 1, 2022 to December 31, 2023**

Application submission deadline is **June 30, 2021**

**Executive Committee Positions** require Active PVRW Membership for a minimum of one year:

**President** - Lead, coordinate, and act as official representative of PVRW at all times.

**First Vice President** - Plan programs and select speakers; fill in for President as needed.

**Second Vice President** - Serve as Membership Chair.

**Third Vice President** - Serve as Community Service Chair.

**Secretary** - Keep minutes of all Executive Committee and Board of Directors meetings.

**Treasurer** - Act as Custodian of all PVRW funds.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**POSITION OF INTEREST:** \_\_\_\_\_

**PVRW MEMBER SINCE** (membership sign-up date): \_\_\_\_\_

Please submit this completed application form and attached questionnaire to:

Ellie Otto, Chairman, Nominating Committee  
7415 E. Princess Dr. #2013  
Scottsdale, AZ 85255  
480.607.5328  
[ellieoaz@cox.net](mailto:ellieoaz@cox.net)

After receipt of your application, you will be contacted to meet with the Nominating Committee. If you have any questions, please contact Ellie Otto (see contact information above).



**EXECUTIVE COMMITTEE**  
**APPLICATION FOR CONSIDERATION FORM**  
**Questionnaire**

**Please complete the following questionnaire and submit it with your completed application.**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position of Interest:** \_\_\_\_\_

- 1. What skills and experiences will you contribute to this position?**
- 2. Do you foresee any conflicts in attending monthly Executive Committee/Board of Directors and Luncheon Meetings as scheduled throughout the year?**
- 3. What responsibilities or duties, if any, have you had on PVRW committees or teams?**
- 4. What is your level of computer skills?**
- 5. Will you agree to work in harmony with the elected officers, particularly when areas of disagreement arise?**
- 6. Will you agree to foster loyalty to PVRW at all times?**