



## SUSSEX COUNTY REPUBLICAN WOMEN'S CLUB, INC.

[www.scrwc.net](http://www.scrwc.net)

### **STANDING COMMITTEE DESCRIPTIONS AND CHAIRS**

#### **BYLAWS AND PARLIAMENTARIAN –**

Responsible for biannual review of SCRWC bylaws. Develops proposals for bylaw changes, submits proposals to the Executive Board and membership for a vote, and ensures they are included in the revised bylaws. Serves as Parliamentarian at meetings and provides answers if questions arise concerning parliamentary procedures and protocols based upon NFRW and DFRW precedents.

#### **CAMPAIGN ACTIVITIES -**

Regularly contacts all Republican candidates running for Sussex County, state and federal offices. Offers SCRWC assistance in candidates 'campaigns'; coordinates requests for assistance by assigning SCRWC members to appropriate tasks. The First Vice President serves as the Board's liaison to this Committee.

#### **FUNDRAISING –**

Selects committee chairs for each of the Club's fundraising activities and oversees activities of assigned events. Ensures that each function is coordinated and managed efficiently and effectively. Has authority to recommend changes in types of fundraising events and schedule. Among past fundraising activities are: fashion shows, dinners with speakers, raffles and the December Meeting Silent Auction. The Second Vice President serves as the Board's liaison to this Committee.

#### **LEGISLATION –**

Acts as liaison between SCRWC, County Council, the Delaware General Assembly and other levels of government as appropriate. Maintains current knowledge about past, current, and proposed legislation to enable monthly updates at the regular meetings. The First Vice President serves as the Board's liaison to this Committee.

#### **PROGRAMS –**

Chair: Responsible for securing, with the President's approval, speaker(s) for each meeting, introducing speaker(s), and the timely sending of a thank you note to the speaker(s). The First Vice President serves as the Board's liaison to this Committee.

#### **MEMBERSHIP COMMITTEE –**

Chair: Responsible for greeting potential new members, coordinating their receipt of appropriate paperwork including a welcome flyer, application, follow up letter, and a membership manual. In coordination with the Hospitality Team, develops ways to ensure that members feel welcome at monthly meetings and other club events. Follows up with members who miss multiple meetings. Notifies Treasurer, Reservation and Calling Subcommittee, and Administrative Records of new member names, contact information, and changes of data for members. When dues are late, contacts those members and associate members by phone, email or mail. The Treasurer serves as the Board's liaison to this Committee.

#### **Reservation and Calling Subcommittee – Calling Tree**

Ten days prior to SCRWC monthly meetings, phones members that do not have email of meeting details to secure their reservation. Prepares list of members and guests attending each meeting and notifies meeting venue of number of attendees. Monthly list of attendees is emailed to the Treasurer and Membership Chair.

#### **ADMINISTRATION RECORDS –**

Chair: Maintains and updates data for Membership Directory and related membership lists, ensures that new member data is provided to the Board of Directors and the Membership Chair, and sends out an annual calendar of meeting dates and notices to members via email and by mail to members without email. Prepares the Club newsletter. Periodically, updates the Membership Manual. The Recording Secretary serves as the Board's liaison to this Committee.

#### **PUBLIC RELATIONS –**

Chair: Responsible for effectively publicizing the SCRWC. Coordinates contact with local newspapers and ensures that articles and pictures are submitted in a timely manner before and after each meeting and special event. Arranges for radio and other media announcements as requested. The Recording Secretary serves as the Board's liaison to this Committee.

### **SPECIAL COMMITTEE DESCRIPTIONS AND CHAIRS**

#### **AMERICANISM AND CARING FOR AMERICA –**

Chairs: Responsible for implementation of activities with a patriotic theme such as placing wreaths at veterans' memorials on Memorial Day. Leads the membership with the Pledge of Allegiance at each meeting/event' coordinates humanitarian projects for veterans and the disadvantaged, such as, donating supplies to Home of the Brave, Home of the Brave II, supporting the DFRW project to place a Christmas wreath on the grave of Delaware veterans, and recommending other activities which will enhance pride and respect for America' Also responsible for coordinating the donation of Christmas stockings for a local Salvation Army Center distribution. The Corresponding Secretary serves as the Board's liaison to this Committee.

#### **CHAPLAIN –**

Responsible for composing and delivering the invocation at monthly meetings.

#### **CLUB ACHIEVEMENT AWARDS –**

Chair: Keeps the SCRWC president informed of activities that need to be performed to accumulate points for the Diamond Award. Collects each member's hours worked, uses the club Achievement Hours Worked worksheet to tally member's hours and submits the aggregate club total to the SCRWC President for the biennial submission to DFRWNFRW along with the other club achievements. The First Vice President serves as the Board's liaison to this Committee'

**HISTORIAN –**

Chair: Collects and inserts pictures, newspaper articles, and other materials into a SCRWC scrapbook or by electronic media. Must ensure that every year's record contains an adequate history of that respective year. The corresponding secretary serves as the Board's liaison to this Committee.

**EDUCATION COMMITTEE –**

Chair: Develops and coordinates education programs for Club members and voters in Sussex County to increase awareness of Republican principles, goals, candidates and achievements. Also develops strategies and support for outreach programs to attract new members, especially underrepresented groups such as young people and minorities. The second Vice president serves as the Board's liaison to this Committee.

**Scholarship Program - Subcommittee Chair:**

Ensures that scholarship materials are distributed in a timely basis, applications and related documents are carefully reviewed, and winner(s) are selected and announced as directed by provisions of the scholarship committee policy. Coordinates with the Education Committee Chair.

**Literacy Project - Subcommittee Chair:**

Annually consults with school districts to determine the need for dictionaries and/or thesauruses in County elementary schools. Reviews requests and selects (with Board approval) the school to receive the donation. Orders dictionaries/thesauruses, places SCRWC donation label in each, and presents the books to the selected school class. Notifies the public Relations committee chair of the date of the presentation to ensure appropriate publicity for the donation. Coordinates with the Education Committee Chair.

**DFRW CONVENTION - Chair:**

Coordinates the Sussex County DFRW Convention once every three years. Interacts with the DFRW to ensure compliance with Federation requests.

## SCRWC COMMITTEES

\_\_\_\_\_ **ADMINISTRATIVE RECORDS:** Maintains data for Member Directory and related membership lists, e.g., email lists, birthday lists, and ensures that data are provided to Reservation and Calling Subcommittee to add to call lists. Revises Membership Manual as necessary. Sends out notices to members via email.

\_\_\_\_\_ **S/C Club Achievement Awards** - Collects and tallies each member's reported volunteer hours and submits aggregate club total for President's biennial submission to DFRW/NFRW

\_\_\_\_\_ **AMERICANISM AND CARING FOR AMERICA:** Plans and implements activities with a patriotic theme such as placing wreaths at veterans' memorials in Georgetown on Memorial Day. Leads Pledge of Allegiance at each meeting/gathering. Coordinates humanitarian projects for veterans and the disadvantaged and recommends activities to enhance pride and respect for the USA. Coordinates donation of filled Christmas stockings to the Salvation Army.

\_\_\_\_\_ **S/C Civic Education** – Presents a short report at general club meetings to enhance knowledge of the Constitution and other founding documents and relevant topics. These may include, but not limited to, the Constitution, the Bill of Rights, Women's Suffrage, or the History of DE.

\_\_\_\_\_ **BYLAWS:** Conducts biennial review of SCRWC bylaws, develops proposals for bylaw changes for approval by Board and membership in coordination with DFRW/NFRW guidelines.

\_\_\_\_\_ **EDUCATION COMMITTEE:** Develops and coordinates education programs for Club members and voters in Sussex County to increase awareness of Republican Principles, goals, candidates, and achievements.

\_\_\_\_\_ **S/C Dictionary Project** – Selects Sussex County schools to receive English/Spanish Translation Dictionaries for ESOL Students.

\_\_\_\_\_ **S/C MELP** – Selects age-appropriate book(s) that reflect the country's founding, the Constitution and Republican philosophy to donate to elementary school students or elementary school libraries.

\_\_\_\_\_ **S/C Scholarship** – Recruits and selects, according to predetermined criteria, young women from Sussex County to receive scholarships.

\_\_\_\_\_ **DFRW CONVENTION:** Coordinates with DFRW and sister clubs throughout the State to plan and organize a successful DFRW annual Convention. Interacts with DFRW to ensure compliance with Federation requests.

\_\_\_\_\_ **FUNDRAISING:** Develops and/or coordinates a variety of fundraiser events with the goal of supporting the campaigns of Republican candidates running for office to represent Sussex County citizens locally, statewide and Federally, Additionally, the committee raises funds to support the club's operations as well as scholarships to young women graduating from Sussex County public and private high schools.

\_\_\_\_\_ **MEMBERSHIP:** Develops strategies to increase SCRWC membership rolls. Actively recruits members and provides follow-up with new members. Interviews new members to discern potential committee assignments that may be of interest to the member. Greets potential new members, and "buddies" them with another member to ensure that the new members feel welcome. Coordinates their receipt of appropriate paperwork and a new member packet.

\_\_\_\_\_ **S/C Reservation and Calling Tree** - Takes meeting reservations and activates the SCRWC Calling Tree.

\_\_\_\_\_ **PROGRAMS:** Works with the SCRWC Board to recommend speakers and program content. Secures speakers(s) for meetings, introduces them, and thanks the speaker in writing on behalf of the club.

\_\_\_\_\_ **PUBLIC RELATIONS.** Effectively publicizes SCRWC and our activities - Coordinates contact with local newspapers & SCRWC Website and ensures that articles and pictures are submitted before and after each meeting and special event. Arranges radio and other media announcements as requested

\_\_\_\_\_ **S/C Join SCRWC WIX Team** to assist in website development and management. Prior website experience very helpful but not necessary.

\_\_\_\_\_ **LEGISLATION:** Acts as liaison between SCRWC and Delaware General Assembly. Maintains knowledge about past, current, and proposed legislation and provides updates at the SCRWC meetings. Coordinates membership training for various leadership positions to include GOTV (Get Out the Vote) and voter registration efforts. Assists with identifying potential candidates among the membership and encourages them to pursue office.

**POSITIONS:** Parliamentarian, Chaplain

Revised March 2023