



# Officer Nomination Form

NAME \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to be considered for one of the following MCRW Officer positions (you may check more than one):

*Please see descriptions of the positions on Page 2.*

- \_\_\_\_\_ President
- \_\_\_\_\_ First Vice President
- \_\_\_\_\_ Second Vice President
- \_\_\_\_\_ Secretary
- \_\_\_\_\_ Treasurer

Please give a summary of skills, talents, as well as your activities in this organization or any other organization which would showcase your ability to carry out the prescribed duties:

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I am willing to meet with the Nominating Committee prior to September 30

**Please email this form by September 19 to Kathy Endres, Chairman of the Nominating Committee at [kdepol18@gmail.com](mailto:kdepol18@gmail.com).**

If you have any questions, please email Kathy at the address above.

***Thank you for your willingness to serve MCRW!***



# Officer Nomination Form

## MCRW Officer Positions – Descriptions (From the Bylaws)

The officers of this organization shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer. All officers shall be registered voters of McLennan County.

### Duties of Officers:

**The President** shall preside at all meetings of the organization and the Executive Board, shall appoint chairmen of all standing and special committees and the Political Action Committee Treasurer, with the exception of the Nominating Committee. The President shall appoint a parliamentarian, shall serve ex officio as a member of all committees except the Nominating Committee, and shall have general supervision of the work of the organization. The President shall be a citizen of the United States.

**The First Vice President** shall perform the duties of the President whenever the President is absent or otherwise unable to serve. She shall be an ex officio member of all committees except the Nominating Committee. She shall perform such other duties as the President may designate.

**The Second Vice President** shall perform the duties of the President or First Vice President whenever the President and First Vice President are absent or otherwise unable to serve. She shall be an ex officio member of all committees except the Nominating Committee. She shall perform other such duties as the President may designate.

**The Secretary** shall keep a factual and unbiased record of the proceedings of all meetings of the organization and the Executive Board, shall prepare the correspondence of the organization, shall have custody of all records pertinent thereto and shall perform such additional duties as may be required of her office.

**The Treasurer** shall receive and be custodian of all funds of the organization and shall pay bills upon authorization by the President. The Treasurer may serve as the PAC Treasurer. She shall keep an account of all money received and disbursed to the membership and shall give a report to the membership at each regular meeting of the organization. She shall submit her financial records to the internal review committee for and end of year financial review no later than December 31.