

NATIONAL BOARD DESCRIPTIONS

Below are the highlights of our different positions. In addition to the duties listed, these individuals also attend Summer Board, Winter Board, and Convention Meetings and prepare proper reports for each of these events as well as perform other duties as assigned.

For the full details, see our National By-Laws

1st VP Public Affairs/Press & Publicity

- As Public Affairs Chairman, she keeps the members informed of proposed legislative bills affecting the railroad industry, railroad retirement, and all other matters affecting the interest of the members of the Association.
- As Press & Publicity Chairman, she is responsible for all press releases, notifications to railroad publications of new officers, etc. including posts to our Social Media outlets.
- She will collect and present to judges the chapters' Woman of the Year nominees and introduce them at the Annual Convention's Formal Opening. A small token of recognition, e.g., corsage, will be given to each nominee. Will present the National Woman of the Year at the convention President's Brunch.

2ND VP/Chairman of Chapters/Finance Chair

- Review & publish Chapter Reports for the Convention Book.
- Hold Bi-annual Conference Calls with Presidents.
- Be an available advisor to Chapter Presidents.
- Serve as Finance Chair maintaining oversight of the National Operating Budget/Fundraising.
- Maintain the Presidents' Handbook.
- Maintain Repository of Chapter Standing Rules.
- Author posts for Social Media/FB with approval from the National President.
- Preside over the Presidents Brunch at the National Convention.

3rd VP/Membership Chair

- Responsible for Members At Large and keeping the ladies informed during each business year.
- In charge of the memorial service at the annual convention.
- Review with National Treasurer our Membership Roster.
- Arrange and host NARBW National Meet & Greets as planned throughout the year. Promote the establishment of new chapters.
- Assist chapters in increasing membership by creating a greater interest in the National Association's history, goals, and purposes.

Secretary

- Keep an accurate record of all Board Meetings as well as all functions of the National Convention.
- Email Report of Incoming Chapter Officers and Report of Chapter Chairman to Chapter Presidents by March 1 of each year.
- Secretary will send updated ghost email addresses to the National Publications Chair.
- Prepare and mail Congratulatory Resolutions to chapters celebrating anniversaries.

Treasurer

- Update Monthly Financial Reports.
- Collect Per Capita and Dues and updates membership roster.
- Notify Board Members of new members (Chapter & MAL).
- Gives a written report during Convention.

Publications

- Produce the quarterly Capsule newsletter with input from National Board members, Chapters and members-at-large.
- The Capsule will be retained on the NARBW.ORG website for archival purposes.
- Research printing companies and select one based on quality and cost efficiency.
- Send the Capsule to all NARBW members by email or USPS if no email address.
- Establish a relationship with chapter publication chairs.
- Maintain the NARBW.ORG website, updating forms, reports and rosters as required and posting articles for national board members and chapters.
- Send announcements, invitations, and reminders to the membership.

Scholarship

- When notified of scholarship donations, send acknowledgements to donor, family member or chapter as appropriate.
- Prepare and review all scholarship applications and forward to judges for review and scoring.
- Prepare notification to all winners and non-winners of scholarship program.
- Prepare brief "bio" of each winner for publication.
- Present scholarship Awards during the banquet at the National Convention.
- Prepare letters to accompany checks to scholarship winners' universities and forward to the National Treasurer.

Jewelry

- Maintain current pricing and inventory on all jewelry held by the Chair.

- Work with chapters and First National Vice-President to ensure that jewelry orders are filled, and invoices paid promptly.
- Offer jewelry for sale at the National Convention.

Revisions

- Review proposed by-law revisions received from chapters to ensure they meet criteria for presentation at the annual convention.
- If revisions requests are approved, update our By-Laws as needed.

Welfare

- Stimulate interests in national welfare projects i.e. benevolent fund, cancer research and any other projects submitted and approved in the Chairman's Plan of Work.
- Submit photos and articles to go on the Welfare Warriors section to the publications chairman.
- Reach out to Welfare Chairs throughout the year via phone conference.

Convention

- Select your convention committee.
- Select hotel, confirm dates, and secure contract with hotel.
- Confirm all food and beverage with the hotel.
- Review the meeting space.
- Select your Fun Night theme.
- Assemble Board reports for the convention book.
- Design convention charm.
- Plan the pre-convention tour.

Nominating

- Prepare notice for chapters to be sent on or before November 1 of offices to be filled, listing the qualifications for each.
- Have conference call with Chapter Presidents to see if any potential candidates for upcoming slate.
- Find qualified candidates, prepare a ticket, consisting of one (1) or more nominees, listing their qualifications for each office to be filled, and send same to each chapter at least sixty (60) days prior to the convention.
- Prepare program for Candidates' Reception, coordinating with National Convention Chair for any logistics.
- Present ticket to the delegates at the first business meeting of the convention.
- Hold candidates' reception.