

Proposed Bylaws Amendments to the Duties of the Executive Vice President

Creation of the 2nd Vice President Position

The duties of the Executive Vice President shall be:

1. Perform the duties of the President in her absence or inability to serve;
2. Collect and maintain on a current basis all membership information of the organization **and record on the LFRW website**. Such information shall include member names, membership status, all member contact information, and all organization mailing lists;
3. Coordinate and maintain on a current basis all record keeping and database entry related to membership between clubs **for the LFRW**.
4. **Ensure that the 2nd Vice President is fully trained to perform the duties in her absence**
5. Send dues notices to clubs 30 days before due dates.
6. Perform other duties assigned by the President.
7. Serve as a member of Biennial Convention Credentials Committee

Proposed creation of a new position, 2nd Vice President. The duties of the 2nd Vice President shall be:

1. **Collect and maintain on a current basis all membership information of the organization and record on the NFRW website. Such information shall include member names, membership status, all member contact information, and all organization mailing lists;**
2. **Coordinate and maintain on a current basis all record keeping and database entry related to membership between clubs for the NFRW.**
3. In the absence of the Executive Vice President, or her inability to serve, coordinate and maintain on a current basis all record keeping, and database entries related to membership between clubs, the NFRW, LFRW, as assigned by the President and Executive Vice President.
4. Perform other duties assigned by the President.

RATIONALE: The current duties of the LFRW Executive Vice President are burdensome especially during the beginning of the year and during the month of the convention trying to record both the LFRW and NFRW websites to make sure that the LFRW Clubs have an accurate number of members. By the creation of this new position we distribute the duties of the Executive Vice President between the Executive Vice President and the newly created 2nd Vice President.