

**Douglas County**



**Republican Women**

**DOUGLAS COUNTY REPUBLICAN  
WOMEN (DCRW)**

**COMMITTEES**

**(FINAL)**

**16 October 2023**

INTENTIONALLY LEFT BLANK

**TABLE OF CONTENTS**

**ACHIEVEMENT AWARDS.....1**

**AMERICANISM COMMITTEE .....2**

**Americanism Program Examples:.....2**

**Americanism Committee includes three subcategories:.....2**

**1) Armed Services .....2**

Armed Services Project Examples: .....3

Armed Services Awards .....3

**2) Caring for America .....3**

Caring for America Examples: .....3

**3) Homeland Security .....3**

Homeland Security Program Examples: .....4

**BUDGET AND FINANCE COMMITTEE.....5**

**BYLAWS COMMITTEE .....6**

**CAMPAIGNS & ELECTIONS .....7**

Election Integrity.....7

Training efforts for 2024.....7

Federation Resources (hyperlinks):.....7

Election Resources (hyperlinks): .....7

**FAITH COALITION .....8**

Principles of the Faith Coalition: .....8

Five-fold Mission: .....8

Examples of Activities:.....8

**FUNDRAISING COMMITTEE .....9**

**Monthly Meeting Fundraisers: .....9**

1) Table Donation Containers.....9

2) Boutique .....9

3) Silent Auction .....9

4) DCRW Cookbook .....9

**Annual Student Scholarship Program .....10**

**Annual Student Scholarship Event.....10**

List of Past Themes: .....10

**HISTORIAN .....11**

**LEGISLATION & RESEARCH.....12**

**From Grassroots to Government.....12**

Legislative Priorities .....	12
Advocacy Events & Action Items: .....	12
NFRW Resources for Research: .....	12
Government Research Links: .....	12
<b>LITERACY &amp; EDUCATION COMMITTEE .....</b>	<b>13</b>
Literacy & Education Program Examples: .....	13
Mamie Eisenhower Library Project (MELP).....	13
Political Education Memorial Fund (PEM).....	13
Local School Programs .....	13
<b>MEMBERSHIP COMMITTEE.....</b>	<b>14</b>
Retention .....	14
Recruitment Tools .....	14
Hospitality .....	14
Membership Brochure and Application .....	15
Membership Directory.....	15
Annual Membership Tea or Recruitment Event.....	15
Promotion of Events .....	15
Speakers at Events .....	16
Incentives at Events .....	16
<b>NOMINATING COMMITTEE .....</b>	<b>17</b>
<b>PARLIAMENTARY PROCEDURES.....</b>	<b>18</b>
<b>PROGRAMS COMMITTEE .....</b>	<b>19</b>
Program Tips & Ideas for Successful Programs:.....	19
Program Examples:.....	19
<b>PUBLIC RELATIONS COMMITTEE.....</b>	<b>20</b>
Committee Responsibilities: .....	20
Sunshine .....	20
Newsletter Editor .....	20
Advertising Sales.....	20
Website .....	20
Communication .....	20
Photographer.....	20
Resolutions .....	20
<b>TECHNOLOGY COMMITTEE .....</b>	<b>21</b>
<b>YOUTH OUTREACH COMMITTEE.....</b>	<b>22</b>
Youth Outreach Program Examples:.....	22
<b>APPENDIX A – LIST OF ACRONYMS .....</b>	<b>A-1</b>

## **ACHIEVEMENT AWARDS**

Each club in the Federation can receive Achievement Awards. Points are earned for a two-year period and awards are presented at the Biennial Convention. There are specific projects/items that must be accomplished in the two-year period to qualify. See [nfrw.org](http://nfrw.org) for the list of requirements.

The breakdown of awards is as follows:

- Bronze Award – 150 – 179 points earned.
- Silver Award – 180 – 204 points earned.
- Diamond Award – 230+ points earned.

DCRW has received the Diamond Award for years.

## AMERICANISM COMMITTEE

The National Federation of Republican Women (NFRW) Americanism committee welcomes you. All members have an opportunity to inspire others to uphold the spirit of patriotism.

Our primary goal is to foster respect for the Flag of the United States of America. Please remember this Flag and National Anthem protocol:

- Our Flag should never be displayed with the blue field down or touching anything beneath it, or be used as apparel, bedding, or drapery.
- Bunting should be arranged with the blue above, white in the middle and red below.
- Lapel pins should be worn on the left near the heart.
- When our colors are being presented, stand at attention with your right hand over your heart.
- When the National Anthem is played, stand at attention, and face the Flag with right hand over your heart. Military - active and retired - should salute.

Our Mission also includes the understanding and support of the Constitution and the Bill of Rights of the United States of America.

### **Americanism Program Examples:**

- Invite a speaker at a June meeting present the history and proper treatment of the flag.
- Create skits for fundraisers based upon historical events and people.

### **Americanism Committee includes three subcategories:**

- Armed Services
- Caring for America
- Homeland Security

#### **1) Armed Services**

The NFRW Armed Services committee works with two retired U.S. Army Colonels, and a retired U.S. Navy Captain.

The Committee's mission includes:

- Drafting profiles of veterans who are members.

- Encouraging veterans to run for political office. Inform club members of significant developments within the Department of Defense (DoD), Veterans Administration (VA), other military agencies, and local issues that may arise in these categories.
- Inform club members of significant developments within the DoD, VA, other military agencies, and local issues that may arise in these categories.

### **Armed Services Project Examples:**

- Send cards and care packages to deployed Nevada Servicemen and women.
- Charitable donations to the Honor Flight Program
- Christmas present drive for military children at Fallon military installation

### **Armed Services Awards**

These awards recognize states and clubs that demonstrate excellence in supporting members of the U.S. Armed Services.

#### **2) Caring for America**

The purpose of the NFRW Caring for America program is to change lives and show we care about our communities by supporting local organizations.

#### **Caring for America Examples:**

- Charitable donations to the Carson Valley Boys and Girls Club
- Charitable donations to the Gardnerville City of Refuge
- Club members mentor women at the City of Refuge by teaching life skills

#### **3) Homeland Security**

Our focus is on foreign and domestic threats to our country and community. We support those in law enforcement, public safety, first responders and/or military who may need our assistance in a disaster.

Topics for discussion include:

- Foreign Terrorism
- Foreign/Domestic Threats
- Cyber Security and Cyber Warfare
- Food Security
- 1st Amendment Rights
- 2nd Amendment Rights
- Emergency Preparedness for National Disasters or Foreign Attack
- Gangs & drugs

- Illegal Border Crossings
- Human Trafficking

**Homeland Security Program Examples:**

- Sheriff Coverly discussed issues important to our County.
- County Administrator spoke about the services provided to our community.



## **BUDGET AND FINANCE COMMITTEE**

The Budget & Finance Committee prepares a biennial budget and presents it to the Board of Directors (BODs) for their input and approval. The budget is a working guide that can be changed by the Treasurer and finance/budget committee for approval by the BOD. It is reviewed twice a year, once being prior to the start of a new year. After the BOD approves, the budget is presented to the membership for their approval.

The committee consists of the Treasurer, one board member, and two members of the general membership. This committee then audits the books once a year. The Treasurer is present as an ex-officio representative. If a Treasurer leaves her position mid-year, the books must be audited at that time.

## **BYLAWS COMMITTEE**

NFRW Bylaws are the governing rules of the organization that define our objectives, responsibilities of officers and the board of directors, and guidelines for membership, nominations and elections, biennial conventions and much more.

Meetings are governed by Robert's Rules of Order except where inconsistent with the provisions of the Club bylaws. The Club president should appoint both a Parliamentarian and Sergeant at Arms for the purpose of maintaining orderly meetings. Meeting procedures address regular general meetings, electronic meetings, and Officer Installation Ceremonies. Refer to [nfrw.org](http://nfrw.org) for more information.

Standing rules pertain to specific policies and may address finance and budget, special memberships, and speaker political qualifications, etc.

Amendments to NFRW Bylaws are proposed by the NFRW Bylaws Committee and approved by the NFRW Board of Directors. Resulting recommendations for amendments are considered and voted on by delegates to the biennial convention.

DCRW membership must receive notification at least 10-days in advance of voting and passage requires a two-thirds affirmative vote.

State federations and clubs are chartered under the auspices of the NFRW; however, they operate under their own bylaws. Although independent, state and club bylaws must not conflict with the NFRW Bylaws.

Typically, clubs review their bylaws and standing rules at least once every two years. Following the guidelines noted above, amendments made to NFRW Bylaws typically filter down to the state and local clubs.

## CAMPAIGNS & ELECTIONS

The DCRW's mission is to mobilize local Republican women in support of local, state, and federal campaigns.

### **Election Integrity**

Ronna McDaniel, Republican National Committee (RNC) Chairwoman says that **“Election integrity is one of the most critical issues we face as a party and a country”**.

- **Open, fair, and honest elections** are the bedrock of our democratic institutions. Every eligible American citizen deserves to have faith that their vote will be reliably counted to preserve a government that is truly **by the people, for the people**.
- DCRW members may volunteer in many ways; register new republicans, walk precincts, poll worker, etc.
- Talk to friends and neighbors, in a positive and encouraging manner to promote or protect an issue in the community that they care about and to get involved.

### **Training efforts for 2024**

- NFRW campaign and candidate training videos online
- Use of DCRW Campaign Sidekick app and training at Republican Headquarters
- Gathering to prepare candidate materials to distribute to local community.
- DCRW forums and/or luncheons with local candidates

### **Federation Resources (hyperlinks):**

- [\*\*Republican Women of the #RedWave Profiles\*\*](#)
- [\*\*Guidelines for Club Involvement in Federal Races\*\*](#)
- [\*\*NFRW Candidate Endorsement Policy\*\*](#)
- [\*\*Tips for Getting Out the Vote\*\*](#)

### **Election Resources (hyperlinks):**

- [\*\*Federal Election Commission\*\*](#)
- [\*\*U.S. Election Assistance Commission\*\*](#)

## **FAITH COALITION**

Faith in Action... Caring for our neighbors in a way that demonstrates and promotes faith will be included under this category. This can include community service, or anything that promotes or supports values in our legislation, prayer walks and more.

### **Principles of the Faith Coalition:**

- Respect for the sanctity and dignity of life, family, and marriage as the foundations of a free society
- Limited government, lower taxes, and fiscal responsibility to unleash the creative energy of entrepreneurs.
- Education reform that puts children first
- Help the poor, the needy, and those who have been left behind.
- Free markets and free minds to create opportunity for all.
- Victory in the struggle with terrorism and tyranny while supporting our democratic allies, including Israel.

### **Five-fold Mission:**

- Mobilize and train people of faith to be effective citizens.
- Speak out in the public arena and in the media on behalf of Christian values.
- Influence legislation and enact sound public policy at every level of government.
- Train citizens for effective civic action
- Peacefully protest bigotry and discrimination against people of faith

### **Examples of Activities:**

- NFRW Faith Coalition "American Restoration" Prayer & Bible Study
- Draw the Circle: 40 Day Prayer Challenge
- Online recordings of past prayer sessions
- Club prayer group

## FUNDRAISING COMMITTEE

DCRW sponsors one fundraiser each year, but also solicits donations for charities designated by the Club President.

### Monthly Meeting Fundraisers:

#### 1) Table Donation Containers

Currently, DCRW donates to:

- Honor Flight
- Carson Valley Boys and Girls Club
- Gardnerville City of Refuge

#### 2) Boutique

- A variety of republican themed items to purchase are always available.
  - Women's Jewelry, scarves, etc.
  - Men's ties & accessories
  - Flags, stickers, pins

#### 3) Silent Auction

- Huge selection of items that varies at each meeting. Items are donated by members.
  - Books
  - Home décor
  - Yard art
  - Seasonal items
  - Baked goods

#### 4) DCRW Cookbook

- Recipes are being collected from current members.
- Some recipes are from past members in remembrance.

## **Annual Student Scholarship Program**

This committee plans and organizes the one event, usually occurring in the fall, to fund the Scholarship Program for all Douglas County High Schools. Committee is designated to do the following:

- Student application review.
- Student interview and selection.

## **Annual Student Scholarship Event**

Event duties include but are not limited to:

- Choosing a theme complete with decorations, promotional flyer, costume contest if applicable, etc.
- Venue selection and arrangements in line with budget
- Prior to date/time selection, review a local calendar of events to minimize schedule conflicts and increase attendance.
- Coordinate with Treasurer to get a list of prior year's paid guests, create paid check-in forms, tickets, etc.
- Define functions and staff registration table.
- Silent auction arrangements – Live auction arrangements if donated items qualify.
- Set-up and clean-up
- Catering arrangements
- Entertainment – music, skit, dancing instructions, etc.

## **List of Past Themes:**

- Roaring 20's
- 1970's
- Fall Frolic
- 1860's
- The Dating Game

## **HISTORIAN**

- The Club historian creates and maintains the President's Book for the full term of the Club president.
- This includes photographs, special events, newsletters, Club minutes, etc.
- Our Club's historian records our Club's history, officers, and important dates and events in a press book, scrapbook, on digital media or other mode to be passed on to future members.

## LEGISLATION & RESEARCH

### From Grassroots to Government

Republican women are concerned, educated citizens. A proud army of women in red, we are involved in our communities and states and want to preserve our nation's principles of freedom and prosperity grounded in the U.S. Constitution. It endures because we care enough to advocate for laws and public policy at all levels of government -- from state legislatures to Capitol Hill -- that strengthen and protect our democratic Republic.

### Legislative Priorities

- Supporting parents' rights
- Safeguarding Elections
- Combatting human trafficking
- Keeping the U.S. Supreme Court independent
- Curbing power of federal regulators

### Advocacy Events & Action Items:

- Nevada Federation of Republican Women (NvFRW) Legislative Day – Held in the spring of even-numbered years.
- Sample letter to elected editors & elected officials on NFRW website.
- Fact sheets on legislative priorities on NFRW website.

### NFRW Resources for Research:

- <https://www.nfrw.org/drl-issues>
- Tips for Effective Advocacy
- Lobbying 101
- Resolutions Archive
- Legislative Action Alerts
- Legislative Advocacy Manual
- Understanding Different Types of Government and Popular Political Buzz Terms

### Government Research Links:

- The White House - [Briefing Room](#) - [Agenda](#)
- U.S. Senate - [Legislative Activity](#) - [Senate Republican Conference](#)
- U.S. House of Representatives - [Legislative Activity](#) - [House Republican Conference](#)
- [Congress.gov](#)
- [State Legislature Websites and Resources](#)
- [USA.gov](#)
- [Republican National Committee](#)



## **LITERACY & EDUCATION COMMITTEE**

With our commitment to literacy, we have adopted education as one of our primary issues. Our goal is to improve public education and literacy by advocating grassroots support for education reform and taking direct action to improve literacy. We use our network of members to promote high standards, accountability, flexibility, local control of schools, and early reading initiatives.

### **Literacy & Education Program Examples:**

- Annual fundraiser with proceeds going to the DCRW Scholarship Program
- Scholarship application process includes having seniors write an essay, example: What it means to be an American
- Members have been involved with youth outreach at the Douglas County Schools

### **Mamie Eisenhower Library Project (MELP)**

- The Mamie Eisenhower Library Project (MELP) is the NFRW's oldest program, celebrating 60 years of book donations from an approved list to schools, libraries, hospitals, and other public institutions.
- DCRW participation in the Mamie Eisenhower Library Project is one of the requirements for receiving the NFRW Achievement Awards, which are given out at NFRW's biennial convention.
- DCRW shall contribute a book, tape or video to a community school, institution, library, or literary council through the Literacy Committee/MELP.

### **Political Education Memorial Fund (PEM)**

- The Political Memorial Fund (PEM) was established in our Club in 1989 to honor one of our members. The money collected in this fund is used to help our members go to meetings, conventions, training, and events. The member submits a grant to the committee for registration, mileage, or flights.
- Money to this fund is derived by donations from our members - for example - donation for a member who has passed. (We keep a memorial book with a page for each member. Clubs donate \$25.00 to have their member listed in the book.) Some Clubs collect \$1.00 for birthdays and all the money collected, each month, goes directly to the PEM account.
- The Grant application is listed in the NvFRW Handbook.

### **Local School Programs**

- To be determined, per each school.

## **MEMBERSHIP COMMITTEE**

The Membership Committee's mission is to grow Douglas County Republican Women long-term. A key strategy is staying dual focused on retention and recruitment. Retaining our current members from year to year along with recruiting new members is the best way to ensure long-term growth for DCRW. Equally important in making this happen is giving people a reason to join. Explaining the benefits of membership and creating a welcoming, happy, informative environment goes a long way in achieving this mission. Our goal is to increase our membership by 10% each year.

### **Retention**

Although membership in DCRW is for a calendar year, the National Club NFRW begins the new year starting October 1 of the preceding year.

- October 1 through December 31 is the NFRW "Renewal Quarter".
- Develop retention strategies to achieve goal of 80% renewal by the end of the quarter.
- Begin promoting "DCRW Renewal Season" a couple months prior to October at the podium in the general membership meetings.
- Write a paragraph or create a graphic for the newsletter at least 2 months prior.
- Promote a special incentive drawing for each of the 3 months. Only those who renew can participate. Example, \$25 gift certificate to a local establishment
- In November or December mail a renewal letter to the mailing addresses of members who have not yet renewed.
- Thank those who renewed their membership each month in the membership news article and announce special drawing winners also.
- Communicate renewal results at the podium at each meeting & in the newsletter membership articles.

### **Recruitment Tools**

#### **Hospitality**

- The best advertising is word of mouth. Not only is it free but the message is personally delivered by an ambassador of our Club, a fulfilled member.
- Greeters upon entering for regular meetings and events for member and guests.

- Make sure prospective new members understand when they join DCRW, they are really joining three Clubs – also NvFRW and NFRW. Therefore, they will receive political and educational information from all three Clubs on a local, state, and national basis.

### **Membership Brochure and Application**

- Periodically review the membership brochure and application to ensure the information is all up to date and includes a reference to the DCRW website for more information. Compare your documents to those used by other Clubs – great source of new ideas.
  - Have printed brochures at all events and at the Douglas County Republican Central Committee (DCRCC) Headquarters
  - Place membership application in newsletter and on the website
  - Make sure the website is on all printed materials and letters.

### **Membership Directory**

- Provide a membership directory to all members annually or every two years. Besides member contact information, include the history of the Club, Officers, and by-laws, etc.
- Ensure the Nevada Republican Party (NvGOP) and DCRCC, NvFRW and NFRW websites have current DCRW information – keep updated.

### **Annual Membership Tea or Recruitment Event**

- DCRW sponsors a recruitment tea or event each year – usually sometime in the first quarter or early in the second quarter.
- Review DCRW membership budget for determining available funds and if there will be a fee.

### **Promotion of Events**

- Promotion - Create a theme with a coordinated flyer and decorations.
- Disseminate flyer/event info to all Republican Party (GOP) stakeholders via email, newsletter, hardcopies, or personal presentation at other events.
- Make sure NvGOP, DCRCC & NvFRW have the event on their website calendars – attend their meetings for personal promotion if possible.
  - Club photographer should be present.
  - Put a recap of the event with photos in the newsletter following the event.

## **Speakers at Events**

- Have a keynote speaker and topic to draw public interest – example: Douglas County Building Inspector, NV Contractor’s Board Inspector
- Speaker lineup may include a NvFRW Officer to explain benefits of membership.

## **Incentives at Events**

- Entice current membership to bring a guest by having a special incentive drawing for only those members who do bring a guest (2023/Millennium Spa donated a gift basket worth \$600)
- Sponsor a couple FREE full memberships for guests who join that night. Gives them a chance to get their money back. Only those who join can participate.

## NOMINATING COMMITTEE

The Nominating Committee usually consists of five members: a combination of the Board of Directors and members of the Club. They meet as a group, discuss the five open Executive Board positions and brainstorm who might be best to fill each position.

The committee typically begins with a thorough review of each committee's membership and the Club roster. After identifying qualifying members (6-months serving on a committee), the committee contacts prospective candidates to see if they are interested, and if a yes, position details are shared, and the candidate is assured of mentoring for success.

After the slate is complete, the chair of the committee presents the slate to the general membership. The chair also reminds the membership that nominations remain open, and members may self-nominate from the floor at the meeting in November.

If no other candidates come forward, an election occurs for the recommended slate. A majority vote in the affirmative wins. Installation may take place in December or January. Typically, DCRW reserves the December meeting for a Christmas Party and therefore, installs officers at the January meeting.

## **PARLIAMENTARY PROCEDURES**

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

Meetings are governed by Robert's Rules of Order except where inconsistent with the provisions of the Club bylaws. The Club president should appoint both a Parliamentarian and Sergeant at Arms for the purpose of maintaining orderly meetings. Meeting procedures address regular general meetings, electronic meetings, and Officer Installation Ceremonies. Refer to [nfrw.org](http://nfrw.org) for more information.

## **PROGRAMS COMMITTEE**

The 1<sup>st</sup> Vice President recommends keynote speakers for each monthly meeting. Responsibilities include:

- Coordinating meeting arrangements with the speaker and/or their staff
- Writing a promotional article in each month's newsletter to build attendance.
- Providing the Public Relations Committee information needed for the monthly meeting emails.
- Introducing speakers at general meetings

Meeting programs drive attendance and membership. During election years programs tend to include candidates, and sometimes may result in a multi candidate debate or town hall sponsored solely by DCRW or in conjunction with another women's Club. During off election years, programs tend to be issue and/or legislatively focused.

### **Program Tips & Ideas for Successful Programs:**

- Training to help further getting Republicans elected and/or legislation passed.
- Bite size topics
- Topics of broad community interest to increase attendance & therefore attendance.
- Campaign management school
- Leadership development
- Education and literacy issues – School Board
- Current issues & tactics for campaigns and elections
- Opportunities for Caring for America
- Legislation and opportunities for advocacy
- NvFRW Regents Program
- Information about NvFRW and NFRW Conventions
- Various Committees and Awards

### **Program Examples:**

- Governor Candidate Townhall with Sierra Nevada Republican Women
- 2023 Legislative Session coverage presented by the NVGOP National Committeeman
- Meetings focusing on all primary candidates running for a specific office, i.e., State Senate
- A representative from the local Stop Human Trafficking Organization
- Christmas Party

## **PUBLIC RELATIONS COMMITTEE**

This committee is responsible for club communications to membership and the community using an array of delivery vehicles. By centralizing delivery options, all forms of communication may be similarly branded in appearance (where appropriate).

Committee members may not author all communications such as articles in the newsletter or items on the website; however, it is responsible for writing external communications such as meeting announcements in The Scoop and Record Courier.

### **Committee Responsibilities:**

#### **Sunshine**

- Sends cards to members with health issues and to those going through challenging times.

#### **Newsletter Editor**

- Provides copy to newsletter editor.

#### **Advertising Sales**

- Press releases announcing club meetings or events.

#### **Website**

- The webmaster maintains the website. Items to be inserted and/or updated are to be completed by the appropriate Board Member and/or Committee Chair.
- Social media posting (for information only – disallow others to post replies).

#### **Communication**

- Flyer, meeting, event, announcement design.
- Email distributor is currently the Treasurer.

#### **Photographer**

- Attends monthly meetings and events.
- Provides photos on a timely manner to the newsletter editor and webmaster.
- Press releases

#### **Resolutions**



## **TECHNOLOGY COMMITTEE**

The NFRW Technology Committee recommends that state and local clubs appoint a Technology Chair to provide guidance on the implementation and maintenance of technological services. This committee can also be appointed on an as needed basis.

The National, State, and local Club Technology Chairs can be a resource for these services when needed:

- Treasurer Software
- Online storage solutions
- Online meeting solutions
- Meeting reservation solutions
- Payment solutions
- Mass email solutions
- Website Creation and Maintenance

## **YOUTH OUTREACH COMMITTEE**

### **Youth Outreach Program Examples:**

- Annual fundraiser with proceeds going to the DCRW Scholarship Program
- Scholarship application process includes having seniors write an essay, example: What it means to be an American
- Members have been involved with youth outreach at the Douglas County High School (DCHS)
- DCRW has a member who has been teaching the U.S. Constitution to 4th graders for several years.

## APPENDIX A – LIST OF ACRONYMS

BOD	Board of Directors
DCHS	Douglas County High School
DCRCC	Douglas County Republican Central Committee
DCRW	Douglas County Republican Women
DoD	Department of Defense
GOP	Republican Party
MELP	Mamie Eisenhower Library Project
PEM	Political Education Memorial Fund
NFRW	National Federation of Republican Women
NvFRW	Nevada Federation of Republican Women
NVGOP	Nevada Republican Party
RNC	Republican National Committee
VA	Veterans Administration