

## **County Party Officer Duties and Responsibilities**

The officers chosen on the county level represent both a larger geographical area and a broader mix of political philosophies. It is important that these persons be actively concerned with the Democratic Party and its betterment, and willing and able to devote time and energy to Party activities.

### **Chair**

This is the central figure in the County Democratic Party. This person must have considerable organizational skills and be respected by party members. The Chair calls and presides at meetings of the County Executive Committee. He or she is responsible for arrangements for Party primaries, the County Convention and the election of all Democratic candidates who run in the county. The Chair is also responsible for communicating information from the State Party to the County Party officers and membership.

### **Vice Chairs**

The First Vice Chair must be a different race than the Chair. This person assumes the role of the Chair when the Chair is unavailable. The Second Vice Chair must be a different sex than the Chair. The Third Vice Chair must be under 30 years of age. Each Vice Chair will perform duties as directed by the Chair.

### **Secretary**

The County Secretary keeps the minutes of meetings of the County Officers, Executive Committee, and County Convention. It is the Secretary's duty to inform Democrats within the county of meetings and activities. The Secretary must file with the State Party an accurate list of the executive committee and precinct captains to include point of contact information and must also keep abreast of current Party Rules and procedures.

### **Treasurer**

The Treasurer oversees the financial affairs of the County Party. This individual must prepare a budget that mirrors Party needs and assist in raising funds. The Treasurer keeps records on Party monies garnered from fundraising activities and filing fees.

### **County Finance Director**

The County Finance Director assists the State Party Treasurer with fundraising and in the solicitation of contributions for the County and State Parties.

### **Executive Committeeperson**

The County Executive Committeeperson is the liaison between the County and the State Democratic Party and represents the County Party on the State Democratic Executive Committee. This Committeeperson transmits the thoughts of the County Party on matters concerning the County and State Parties. The State Executive Committee adopts the procedures and policies of the South Carolina Democratic Party and sees that its directions are followed.

### **Alternate Executive Committeeperson(s)**

Each County Party may elect one or more Alternate Executive Committeeperson(s) to represent the county on the State Executive Committee when the Executive Committeeperson cannot attend the meeting. Should the Executive Committeeperson be unable to fill the duties of office due to resignation, death, or disability, the Alternate Executive Committeeperson assumes the office.

## County Chair Responsibilities

- The Chair must want the position and commit the time necessary to do the job well
- The Chair must conduct regularly scheduled meetings (monthly, for example)
- County Executive Committee meetings should be conducted at least every quarter. These meetings consist of the county elected officers (ex. County Party Secretary) and precinct committeepersons.
- Chair is responsible for the development and execution of a Get Out the Vote plan for the General Election
- Chair needs to develop and maintain positive relationships with local Election Commission
- Chair must maintain good relationships with Democratic elected officials and encourage them to attend the monthly meetings
- Chair serves as the official spokesperson with the local news media
- Chair works with the State Executive Committeeperson by attending the State Executive Committee meetings whenever possible
- Chair oversees recruitment and assists local candidates
- The Chair must have, or learn fundraising skills, along with the Finance Director
- Chair must learn the Party rules and state laws concerning candidates' filing fees and procedures to assure that all filing procedures are complied with, completed, and filed with the appropriate agency.
- The Chair needs to lead effort to recruit and direct volunteers
- The Chair needs to organize a committee to write "Letters to the Editor"
- The County Chair delegates some of the above duties to the First, Second, and Third-Vice Chairs to keep them involved
- The County Chair must have the ability to communicate with the State Party and with constituents on the county level, preferably via email
- The County Chair must be easily accessible to the State and County Party officials via cellular phone and email