



Chatham County Chair

The duties of the county chair shall include:

1. Preside at county executive committee meetings and county conventions;
2. Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county;
3. Execute the strategic plan approved by the county executive committee;
4. Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the precinct in accordance with this Plan of Organization;
5. Appoint an acting precinct chair for any newly created precinct for the purpose of organizing that precinct in accordance with this Plan of Organization;
6. Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held;
7. Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention;
8. Appoint committees as may be required to assist in the execution of these duties;
9. Encourage and facilitate establishment and continuity of county chapters of state auxiliary organizations;
10. Attend meetings of the district and state executive committees;
11. Serve as the spokesperson for the county executive committee;
12. Serve as the liaison between the county executive committee and the district executive committee, the state party officers, and the state executive committee;
13. Represent the county executive committee at party and non-party meetings and functions;
14. Appoint a county party attorney, to serve at the Chair's pleasure;
15. Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees;
16. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Review Files

Knowledge of POO and National DNC Rules

Skills needed: Competency with word and excel, ability to work with databases – Votebuilder in particular.



First Vice Chair

The duties of the county first vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Preside at county executive committee meetings and county conventions in the absence of the chair;
2. Plan and organize county executive committee meetings and county conventions;
3. Notify precinct chairs as to the number of votes that each precinct is entitled to cast at the county executive committee and the county convention;
4. Serve as the coordinator for all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee;
5. Attend meetings of the district executive committee;
6. Carry out other duties as may be assigned by the county executive committee;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Review Files

Knowledge of POO and National DNC Rules

Currently the First Vice Chair has been assisting with Fund raising.



Second Vice Chair. -

The duties of the county second vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Plan and organize training sessions for county executive committee members and other interested active Democrats;
2. Carry out other duties as may be assigned by the county executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Review Files

Knowledge of POO and National DNC Rules



Third Vice Chair

Third Vice Chair.

The duties of the county third vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Serve as the publicity chair for the county executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the county;
2. Carry out other duties as may be assigned by the county executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Review Files

Knowledge of POO and National DNC Rules



Secretary

The duties of the county secretary shall include:

1. Keep and maintain in good order all records of the county executive committee;
Current records include:
 - a. Votebuilder, Nationbuilder, CCDPEXE gmail group,
 - b. Maintain meeting records including executive committee attendance, proxies, weighted votes, meeting minutes, signed waivers for email in lieu of mailed meeting notices.
 - c. Take the roll and establish presence of a quorum at all CCDP meetings.
Maintain records of attendance.
 - d. Maintain secretary files at the CCDP office
 2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization; e.g. 14 day meeting notice for Executive Committee meetings, send by mail unless email authorization is on file.
 3. Track and manage proxies at Executive Committee meetings
 4. Carry out other duties as may be assigned by the county executive committee;
 5. Become knowledgeable of rules and duties as outlined in the Plan of Organization and National DNC Rules
 6. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.
 7. Reserve meeting space for monthly Executive Committee meetings
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Treasurer

The duties of the county treasurer shall include:

1. Maintain the county executive committee treasury at an insured commercial bank;
2. Maintain all records required by law or by the county executive committee of contributions received and disbursements made;
3. Prepare and file any reports as may be required by law or by the county executive committee;
4. Coordinate the county executive committee's efforts to reach its sustaining fund goal for the state party;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Review Files

Knowledge of POO and National DNC Rules

Ensure that thank you notes to donors are sent in a timely manner with the assistance of the Secretary.

Must know or learn State Board of Elections Reporting software, Quickbooks. Must complete State Board of Elections Training.

Additional information

Among the tools officers usually need to use are:

- MS Word and Excel
- Gmail
- Google Docs
- Votebuilder
- Nationbuilder

We are expanding into social media (facebook, twitter) and SMS texting so an ability to work with these tools is also a plus.

All Officers should be familiar wth the Plan of Organization as it pertains to the county party.

All officers attend two meetings a month with an average of 15 hours a month when there is no election. During elections there are more meeting and of course more hours.