



Precinct Officer Job Descriptions

Precinct Committee. In each precinct, there shall be a precinct committee consisting of at least five active Democrats who reside in the precinct when elected by the active Democrats of the precinct present at the annual precinct meeting held in odd numbered years.

Precinct Officers. The precinct committee shall have as officers a chair, a vice chair, and a secretary/treasurer and any others as the body might desire. The vice chair must be of the opposite gender of the chair and should, where possible, be of a race other than that of the chair. No officers of the precinct committee shall be from the same immediate family residing in the same household.

Precinct Chair: The duties of the precinct chair shall include:

1. Preside at precinct meetings;
2. Establish reasonable political goals for the precinct;
3. Organize and execute a voter organizing plan;
4. Attend meetings of the county executive committee;
5. Recommend names of persons to serve as precinct elections officials;
6. Carry out other duties as may be assigned by the precinct or county executive committees;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Vice Chair: The duties of the precinct vice chair shall include:

1. Preside at precinct meeting in the absence of the chair;
2. Serve as the publicity chair for the precinct utilizing local newspapers, door-to-door leaflets, etc. to announce political activities and/or accomplishments to voters in the precinct;
3. Carry out other duties as may be assigned by the county executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Secretary/Treasurer: The duties of the precinct secretary/treasurer shall include:

1. Keep all records of the precinct committee;
2. Issue all meeting notices within the timeframe outlined in this Plan of Organization;
3. When there is a precinct treasury, maintain it at a chartered financial institution;
4. Provide assistance to the county party treasurer in fundraising efforts;
5. Prepare and file reports as may be required by law and/or by the county executive committee;
6. Preside at precinct meetings in the absence of the chair and vice chair;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Committee: The duties of the precinct committee members shall be assigned by the precinct chair.